

DEPARTMENT OF THE SENATE
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THE SENATE

REVISED STANDING ORDERS

Presented to the Senate
by the President
1 November 1989

(1/707)

REVISED STANDING ORDERS

Statement by Mr President:

The Senate will recall that on 17 May 1988 I presented to the Senate draft revised standing orders, and invited all Senators to examine and comment upon them.

Extensive consultations have taken place among Senators, amendments which have the concurrence of Senators have been made, and the draft has been further revised to take account of Senators' comments.

I now present to the Senate for consideration the draft standing orders as further revised, together with explanatory notes setting out the changes made to the draft of May 1988 and the changes proposed by that draft which are still reflected in the current draft.

The revised standing orders now proposed consist of a consolidation, clarification and codification of the existing procedures of the Senate, currently contained in the old standing orders, sessional orders, resolutions and rulings of Presidents.

Standing orders which are not followed in practice have been brought up to date, and the language of the standing orders has been modernised and clarified.

The proposed revised standing orders would make the procedural rules of the Senate more accessible, clearer and more accurate in their expression of procedures actually followed.

I wish to thank the Deputy-President, Senator Hamer, for his work in facilitating the discussion of the revised standing orders, and all those Senators who have participated in the consideration of the draft.

I commend the revised standing orders to the Senate.

1 November 1989

ph/1/94
30.10.89

THE SENATE

REVISED STANDING ORDERS

Amendments to the draft tabled on 17 May 1988

October 1989

(Note: With these amendments the proposed revised standing orders are, in effect, a consolidation, clarification and codification of the existing procedures, currently contained in the old standing orders, sessional orders and rulings of Presidents. The standing orders in the draft tabled on 17 May 1988 have been renumbered because of amendments involving new standing orders.)

A. Amendments requested by Senators

- (1) The requirement that a Senator nominated as President express a sense of the honour proposed to be conferred on the Senator has been restored (SO 6).
- (2) The entitlement of backbench Senators to retain their seats during their terms has been restored (SO 48).
- (3) The suggested new procedure whereby the President, in the absence of a quorum, could suspend the sitting instead of adjourning the Senate, has been deleted (SO 52).
- (4) The procedures for a call of the Senate have been restored (now called roll call) (SOs 106-110).
- (5) The prohibition on moving the closure or the motion to report progress more than once in 15 minutes has been restored (SO 144).

B. Other amendments of content

- (6) Regulations and Ordinances Committee: principles of scrutiny included (SO 23).

- (7) Quorums of committees: where no other provision made, quorum to be a majority (SO 29).
 - (8) Privilege questions: proviso concerning questions suddenly arising added (SO 81).
 - (9) Same question rule: proviso relating to a matter determined more than six months previously included (SO 85).
 - (10) Consideration of government papers: adjournment of a debate automatically to Thursday (SO 61).
- C. Amendments to make explicit implicit procedural rules expounded in Presidential rulings**
- (11) Adjournment of Senate: motion may not be amended (SO 53).
 - (12) Anticipation rule: proviso concerning more effective method of proceeding included (SO 85).
 - (13) Amendments: mover or Senator who has spoken may not move amendment; Senator may not move more than one amendment (SO 90).
 - (14) Third reading of bills: six months amendment only allowed (SO 122).
 - (15) Closure and adjournment of debate: Senator who has spoken may not move; Senator may not move more than once (does not apply to Minister) (SO's 199, 201).
 - (16) Suspension of standing orders: motion moved during consideration of matter must be relevant to that matter (SO 209).
- D. Appropriations and Staffing Committee**
- (17) The Appropriations and Staffing Committee added to the standing committees established by the standing orders (SO 19).

NOTES ON THE AMENDMENTS

- A. (1) In the old standing orders this requirement applies only where there is only one nomination. Here it would apply to any Senator nominated.

- (2) In effect, these rules would reflect the current rules and the practice relating to the Opposition front bench.
 - (3) This would keep the current procedure whereby, if a quorum is not present after the bells have been rung for 4 minutes and the names of the Senators present recorded, the Senate is adjourned to the next sitting day.
 - (4) It is suggested that "roll call" is a more intelligible title than "call of the Senate". The provisions for a roll call for any purpose and the requirement for a roll call before the third reading of a Constitution alteration bill have been put in one place.
 - (5) This prohibition applies only in committee of the whole.
- B.
- (6) The principles of the Regulations and Ordinances Committee are not in the current standing orders, but were adopted by the Senate by resolution. It is suggested that for completeness and consistency with the Scrutiny of Bills Committee the principles should be included.
 - (7) The current provision (old SO 295) is that the quorum of a committee consisting of seven or more Senators is four. The old SO 289, providing that, unless otherwise ordered, all select committees consists of seven Senators, has already been suggested for deletion as it is now invariably not followed. Normally specific provision is made for particular committees, and this provision is only a stop-gap for instances where no other provision is made.
 - (8) The provision in old SO 428 and new SO 197 that a Senator speaking may be interrupted on a matter of privilege suddenly arising may be regarded as conflicting with the current privilege resolution No. 7 (new SO 81), which provides that privilege questions must be raised by writing addressed to the President. The suggested proviso clarifies the matter.
 - (9) The same question rule is seldom invoked and is of a very residual character. It is always open to a Senator to argue that a motion identical in terms to a motion previously determined is not the same question because the relevant circumstances have changed. A rule is needed, however, to prevent the

same motion being vexatiously repeated. The proviso is currently in old SO 416A, and initially was regarded as redundant, but it may have some application in some circumstances.

- (10) The effect of the current rules is that an adjourned debate is automatically listed for the next day of sitting unless a specific motion is moved to list it on Thursday at General Business time. As most Senators want their motions to take note of papers listed for General Business on Thursday, it is suggested that the current procedure be reversed.
- C. All of these rules necessarily follow from the provisions of the standing orders, and were expounded in early rulings of Presidents, but for the sake of comprehensiveness, it is suggested that they be explicitly stated in the relevant standing orders.
 - (11) The motion for the adjournment of the Senate is one of those which can be agreed to or negatived but cannot sensibly be amended.
 - (12) The rule against anticipation of debate on any matter on the Notice Paper is also of a residual character and is seldom invoked, but some rule is required to prevent vexatious anticipation. The proviso may be regarded as necessarily following from the rule: one cannot anticipate debate on a matter which is unlikely to be debated, at least in the near future, and the Senate must be free to choose between methods of proceeding on a matter.
 - (13) This follows from the rule that a Senator may be called only once in each debate.
 - (14) The six months amendment is an alternative method of killing a bill. The rationale of the old ruling is that, having allowed a bill to pass through all previous stages, the only course rationally open is to pass it or decline to pass it.
 - (15) This also follows from the rule that a Senator may not be called more than once in each debate. It does not apply to Ministers because of the provision in old SO 65 (new SO 56) that a Minister may at any time move a motion relating to the conduct of business.
 - (16) This follows from the requirement for relevance in a debate, and is obviously necessary to preserve orderliness in proceedings.

- D. (17) The Appropriations and Staffing Committee is established by resolution. It was originally intended that it would be empowered to meet with a similar committee of the House of Representatives to consider matters relating to the joint parliamentary departments. As it appears that the House is not going to establish such a committee, it is suggested that the Senate committee be incorporated into the standing orders in its current form.
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**REVISED STANDING ORDERS
AS FURTHER REVISED OCTOBER 1989**

PROPOSED CHANGES OF FORM

- (1) Sessional orders which have been in force for some time and are now well-established are suggested for incorporation into the standing orders, with consequential changes to the standing orders. Orders of the Senate which do not modify standing orders or significantly affect the procedures of the Senate, or which may be best left in the form of resolutions, such as most of the privilege resolutions passed on 25 February 1988, are not suggested for incorporation.
- (2) Provisions which are contrary to long-established practice are proposed to be changed, and significant practices which affect the interpretation of the standing orders in such a way that the standing orders alone may be misleading are suggested for incorporation.
- (3) Duplications, repetition and provisions made superfluous by other provisions are suggested for deletion.
- (4) The language of the standing orders is proposed to be modernised and clarified; in particular, it is suggested that archaisms and masculine pronouns be avoided. Excessive capitalisation has been removed.
- (5) The order of the chapters and of the standing orders is proposed to be made more logical, and closely related matters to be incorporated into the same standing orders, often by the use of paragraphs, which would greatly reduce the numbers of standing orders. It is suggested that the standing orders be renumbered to avoid gaps and to make future amendments easier to insert.

PROPOSED CHANGES OF CONTENT

- (1) The option of the Senate adjourning in the absence of the President and Deputy President rather than electing a Senator to act as President is suggested for deletion (old SO 30, new SO 14).
- (2) Statements of what the committees are to do in general terms have been suggested for inclusion in relation to the Procedure Committee, the Library Committee and the House Committee (new SO 17, 20, 21).
- (3) The power of the President to determine questions relating to the seating of Senators, it is suggested, should be subject to any order of the Senate (old SO 47, new SO 48).
- (4) As a matter of practice when the time for debate on a motion of urgency expires (old SO 64, new SO 75) the question is not put. It is suggested that it would be more rational for the question to be put when the time expires.
- (5) The procedures whereby a petition may be read, printed or referred to a committee by a motion without notice on presentation have not been used for many years and it is suggested that they be deleted (old SO 96 and 97).
- (6) The power of the President to change the language of a question if it "seems to him unbecoming" is suggested for deletion (old SO 99). It is suggested that

conformity with the standing orders is sufficient requirement. The same consideration applies to notices of motion (old SO 112).

- (7) Old SO 117, read literally, means that an order of the day if debated and adjourned goes to the end of the list of orders on the notice paper. This has not been the practice for many years, and it is suggested that the practice of keeping orders in their relative positions on the notice paper be explicitly provided. The same consideration applies to old SO 161.
- (8) Old SO 127 requires that the Senate move on to orders of the day if notices of motion are not disposed of within two hours after the meeting of the Senate. This provision is obsolete in view of the great amount of business on the notice paper, the current provisions for the routine of business and the fact that the Senate spends most of its time on Government Business, and it is suggested for deletion.
- (9) The requirement for the Chairmen of Committees to certify bills and amendments (old SO 210 and 215) has not been adhered to for many years and is suggested for deletion. The Clerk is elsewhere required to make relevant certifications.
- (10) Where the Senate is required to give reasons for disagreeing with House of Representatives amendments, it is suggested that the option of agreeing to the reasons on motion be added to the procedure for appointing a committee of reasons (old SO 226 and 238, new SO 126(8), 133(2)).

- (11) Where the Senate goes into a committee of the whole pursuant to a resolution of the Senate, old SO 260 requires the President to put a question: "that the President do now leave the Chair". This has not been followed, and is suggested for deletion.
- (12) The procedure whereby Senators may require words used in debate to be taken down, which has not been used for many years, is suggested for deletion (old SO 271 and 423).
- (13) In addition to the motion "that the committee report progress", old SO 280 and 281 provide for a motion "that the Chairman do now leave the Chair". This motion is not now used and is suggested for deletion.
- (14) Various standing orders provide for special majorities for certain motions to be carried, for example, the closure must be carried by at least 21 affirmative votes. These special majorities were not updated with the increase in the size of the Senate in 1949, mainly because proportional representation made the achievement of more than simple majorities virtually impossible. It is suggested that they be deleted. (old SO 281, 332, 433 and 407B).
- (15) The provision for payment of witnesses' expenses having regard to High Court rules, which is not now followed, is suggested for deletion (old SO 318). Witnesses now have their expenses of attendance (travel, any accommodation, etc.) met.
- (16) The provision for receipt of a message from the Governor-General to interrupt proceedings in the Senate is now not followed and is suggested for deletion (SO 372).

- (17) The ancient procedure whereby a Senator may take note of the presence of "strangers" and thereby require that the question be put "that strangers be ordered to withdraw", that is, that the Senate meet in private session, is not now used (old SO 379). It is suggested that it be replaced by a provision that permits visitors to attend a sitting but prohibits unauthorised attendance at any private meeting of the Senate (new SO 175).

- (18) Old SO 386 provides that a committee should report to the Senate any information that "charges any Senator". It is not clear what this provision means. If it means that a committee must report any allegation against a Senator regardless of whether it is relevant to the committee's inquiry, this would not appear to be rational: if an allegation is strictly relevant to the inquiry the committee should be able to consider it, and if it is not relevant the committee should not consider it and probably should not report it to the Senate. It is therefore suggested that this provision be deleted.

- (19) Old SO 400 provides for a Senator to be "uncovered" when entering or leaving the Chamber; this is obviously a relic of the time when the wearing of hats was common. It is suggested that, as with other requirements of dress, this be left to practice. SO 400 also refers to Senators making "obeisance" to the Chair. The suggested substitute provision is that Senators "acknowledge" the Chair (new SO 185).

- (20) Old SO 414 prohibited the reading of extracts from newspapers or other documents referring to debates in the Senate in the same session. This prohibition has

not been observed and it is suggested that any evil which it is designed to remedy is covered by the rule of relevance.

- (21) Old SO 417 prohibits certain references to the Queen or the Governor-General. It is suggested that State Governors should be added as a matter of principle (new SO 193(2)).

- (22) Old SO 418 protects members of Federal and State Parliaments from offensive words and imputations. It is suggested that, in accordance with rulings of Presidents, judicial officers be added to this category of protected persons (new SO 193(3)).

- (23) Old SO 425 allows a Senator to interrupt proceedings to draw attention to a matter of order or privilege "which has arisen since the last sitting of the Senate". To make this consistent with the new procedure for raising matters of privilege, and to reflect the practice in relation to matters of order, it is suggested that this right be restricted to proceedings then before the Senate (new SO 197(2)). Points of order relating to proceedings which have passed are very rare, and may be raised by question to the President when there is no other business before the Chair.

- (24) Old SO 441, relating to the suspension of a Senator, refers to calendar days rather than sitting days. This means that the effectiveness of a suspension depends on when it occurs in a period of sittings, and a suspension of 7 or 14 days, occurring at the end of a period of sittings, may be a suspension of only 5 minutes. It is suggested that suspensions run for sitting days rather than for calendar days (new SO 204).

- (25) The standing orders applicable to both Houses contained in the old standing orders provide for the appointment of a Chairman at a joint sitting. This is now covered by special joint sitting rules.
- (26) The procedure for a pro forma second reading of a bill before it is sent to a committee, which has not been used for many years, is suggested for deletion (old SO 195A and 196B). Other procedures provide ample opportunity for bills to be referred to committees at any stage.

ph/iso/162
31 October 1989

REVISED STANDING ORDERS

RENUMBERING: NEW STANDING ORDER - OLD STANDING ORDER

NEW

OLD

CHAPTER 1 THE OPENING OF PARLIAMENT

1(1)	1
1(2)	2
2(1)	3
2(2)	4
2(3)	5
2(4)	6 and 7
3(1)	8 and 9
3(2)	10
3(3)	11
3(4)	14
3(5)	12
3(6)	13
4	14A

CHAPTER 2 OFFICE OF THE PRESIDENT

5	15
6(1)	16
6(2)	17
6(3)	18
6(4)	19
7(1)	20
7(2+3)	21
7(4)	22
8(1)	23
8(2)	24
8(3)	25

CHAPTER 3 DEPUTY-PRESIDENT AND CHAIRMAN OF COMMITTEES

9	26
10	27
11	28
12	28A

NEWOLD**CHAPTER 4 ABSENCE OF PRESIDENT, DEPUTY-PRESIDENT AND OFFICERS**

13(1+2)	29
14	30
15(1)	31
15(2)	31A
16	32

CHAPTER 5 STANDING AND SELECT COMMITTEES

17	33
18	33A
19	Sessional Order
20	34
21(1+2)	35
22	36
23	36A
24	36AAA
25	36AA
26	36AB
27(1)	290
27(2)	293
27(3+4)	291
27(5)	292
28	294
29(1)	295
29(2)	296
30(1)	297
30(2)	297A
31	298(part)
32(1)	298(part)
32(2)	299
32(3)	300
33(1)	300A in Sessional Orders
33(2)	301
34(1)	302
34(2)	303
35	304
36	305
37	308
38(1)	310
38(2)	311
38(3)	312
38(4)	313
38(5)	314
38(6)	309
39(1)	316
39(2)	317
40(1)	319
40(2)	320
40(3)	321

<u>NEW</u>	<u>OLD</u>
40(4)	322
41	323
42(1)	351
42(2)	355

CHAPTER 6 JOURNALS AND RECORDS OF THE SENATE

43	40
44	41

CHAPTER 7 SENATORS' ROLL, ATTENDANCE AND PLACES OF SENATORS

45(1+2)	42
45(3)	43
46	44
47(1)	49
47(2)	50
47(3)	51
48(1)	45
48(2)	47

CHAPTER 8 SITTINGS, QUORUM AND ADJOURNMENT OF THE SENATE

49	52
50	53
51(1)	54
51(2)	55
52(1)	56
52(2)	57
52(3)	58
52(4)	59
52(5)	60
52(6)	62
53(1)	61
53(2)	63
53(3)	New

CHAPTER 9 TIMES OF SITTINGS AND ROUTINE OF BUSINESS

54	Sessional Order
55	Sessional Order
56	65
57	66
58	66A
59	Sessional Order
60	66B
61	Sessional Order
62	Sessional Order
63	67
64	68
65	69

<u>NEW</u>	<u>OLD</u>
66(1)	70
66(2)	71
66(3)	72
67	74
68(1)	75
68(2)	Sessional Order

CHAPTER 10 PETITIONS

69(1)	76
69(2-4)	Sessional Order
69(5)	77
69(6)	91
69(7)	89 and 90
70(1)	78
70(2)	79
70(3)	80
70(4)	81
70(5)	82
70(6)	85
70(7)	86
71(1)	87
71(2)	88 and 92
71(3)	93

CHAPTER 11 QUESTIONS SEEKING INFORMATION

72(1)	98
72(2)	98A
73(1-3)	99
73(4)	100
74(1)	101
74(2)	102
74(3+4)	103

CHAPTER 12 MATTERS OF PUBLIC IMPORTANCE AND URGENCY

75	64
----	----

CHAPTER 13 NOTICES OF MOTION

76(1)	104
76(2)	105
76(3)	106
76(4)	107
76(5)	111
76(6)	110
76(7)	112
76(8)	113
76(9)	114

<u>NEW</u>	<u>OLD</u>
77(1)	108
77(2)	109
78(1-3)	109A

CHAPTER 14 MOTIONS AND QUESTIONS

79	115
80(1)	116
80(2)	117
81	Resolution relating to Privilege
82	Resolution relating to Privilege
83(1)	121
83(2)	122
83(3)	124
83(4)	126
84(1)	128
84(2)	129
84(3)	130
84(4)	131
84(5)	132
85	125
86	133
87	134
88	135
89	136

CHAPTER 15 AMENDMENTS

90(1)	137
90(2)	138
90(3)	139
91(1)	Sessional Order
91(2)	146
91(3)	147
91(4)	150
91(5)	151
92	Sessional Order
93	148

CHAPTER 16 PREVIOUS QUESTION

94(1)	152
94(2)	155
94(3)	157
95(1)	153
95(2)	154
95(3)	156

NEWOLD**CHAPTER 17 ORDERS OF THE DAY**

96	158
97(1)	160
97(2)	161
97(3)	162
97(4)	163

CHAPTER 18 DIVISIONS

98(1)	164
98(2)	164A
98(3)	165
99(1)	166
99(2)	167
100(1)	168
100(2)	169
100(3)	170
100(4)	171
101(1)	173
101(2)	174
101(3)	174A
101(4)	175
101(5)	176
101(6)	177
102(1)	178
102(2)	179
102(3)	181
103	180
104	182
105	184

CHAPTER 19 ROLL CALL

106	284
107(1)	283
107(2)	286
107(3)	285
108(1)	New (practice)
108(2)	286
108(3)	287
109	287, 288
110	242

CHAPTER 20 BILLS

111(1)	185
111(2)	186
111(3)	187
111(4)	188
112(1)	189
112(2)	190

<u>NEW</u>	<u>OLD</u>
112(3)	191
112(4)	192
113	Sessional Order
114(1)	193
114(2)	194
114(3)	195
115(1)	196
115(2)	196A
115(3)	197
116	198
117(1+2)	199
117(3)	200
117(4)	203
117(5)	205
118(1)	201
118(2)	202
118(3)	204
118(4)	206
119	208
120(1)	209
120(2)	211
121	212
122(1)	213
122(2)	216
122(3)	217
122(4)	218
123	214
124	219
125(1)	220
125(2)	221
126(1)	222
126(2)	223
126(3)	224
126(4-6)	225
126(7+8)	226
126(9)	227
127(1)	228
127(2)	229
127(3)	230
128	231
129(1+2)	232
130(1-3)	233
131(1)	234
131(2)	235
132(1)	236
132(2)	237
133(1+2)	238
133(3)	239
133(4)	240
134	241
135	242
136(1)	243

<u>NEW</u>	<u>OLD</u>
136(2)	244
136(3)	245
137	246
138(1)	247
138(2)	248
138(3)	249
138(4+5)	250
139	New (formerly joint Standing Orders)
140(1)	252
140(2+3)	253
140(4)	254
141(1)	255
141(2)	256
141(3)	258
142	407B

CHAPTER 21 COMMITTEES OF THE WHOLE

143(1)	260
143(2)	261
144(1)	263
144(2)	264
144(3)	265
144(4)	267
144(5)	268
144(6)	281
144(7)	269
145	270
146(1)	273
146(2)	274
147(1)	259
147(2)	275
147(3)	277
148(1)	278
148(2)	279
148(3)	282

CHAPTER 22 INSTRUCTIONS TO COMMITTEES

149	328
150(1)	330
150(2)	332
151	333

CHAPTER 23 COMMUNICATIONS BETWEEN THE TWO HOUSES

152	334
153	335
154	336
155	337

<u>NEW</u>	<u>OLD</u>
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<u>NEW</u>	<u>OLD</u>
CHAPTER 24	CONFERENCES

156(1)	338
156(2)	339
156(3)	343
157(1)	340
157(2)	341
157(3)	344
158	342
159(1)	345
159(2)	346
160(1)	347
160(2)	348
161	349
162	350

CHAPTER 25	BALLOTS
-------------------	----------------

163(1)	356
163(2)	357

CHAPTER 26	TABLING OF DOCUMENTS
-------------------	-----------------------------

164(1+2)	358
165(1)	359
165(2)	360
166	361
167	362
168(1)	363
168(2)	364
169	365
170	365A

CHAPTER 27	ADDRESSES TO THE QUEEN OR THE GOVERNOR-GENERAL
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171	366
172(1)	368
172(2)	369
172(3)	370
172(4)	371

CHAPTER 28	MESSAGES FROM THE GOVERNOR-GENERAL
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173(1)	372
173(2)	376
173(3)	375

<u>NEW</u>	<u>OLD</u>
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<u>NEW</u>	<u>OLD</u>
CHAPTER 29 VISITORS	
174	377
175(1)	New
175(2)	379
175(3)	445
CHAPTER 30 WITNESSES	
176(1)	382
176(2)	383
177(1)	384
177(2)	385
178	387
179	388
180	389
181	390
182	392
183	396
CHAPTER 31 CONDUCT OF SENATORS AND RULES OF DEBATE	
184(1)	397
184(2)	398
184(3)	399
185(1)	400
185(2)	401
185(3)	402
186(1)	403
186(2)	405
187	406
188(1+2)	407
189	407A
190	408
191	410
192(1)	411
192(2)	412
193(1)	415
193(2)	417
193(3)	418
194(1+2)	419
195	420
196	421
197(1)	422
197(2)	425
197(3)	426
197(4)	428
198(1+2)	429
199(1)	431
199(2)	433
200	432
201(1)	434

<u>NEW</u>	<u>OLD</u>
201(2)	New
201(3)	Sessional Order
201(4)	435
201(5)	436
201(6)	New
202	437
203(1)	438
203(2)	439
203(3)	440
204(1)	441
204(2)	442
205	443
206	444

CHAPTER 32 DISPUTED RETURNS

207(1)	324
207(2)	325
207(3)	326
207(4)	327

CHAPTER 33 EFFECT AND SUSPENSION OF STANDING ORDERS

208	447
209(1)	448
209(2)	449
210	450

REVISED STANDING ORDERS

RENUMBERING: OLD STANDING ORDER - NEW STANDING ORDER

<u>OLD</u>	<u>NEW</u>
1	1(1)
2	1(2)
3	2(1)
4	2(2)
5	2(3)
6	2(4)
7	2(4)
8	3(1)
9	3(1)
10	3(2)
11	3(3)
12	3(5)
13	3(6)
14	3(4)
14A	4
15	5
16	6(1)
17	6(2)
18	6(3)
19	6(4)
20	7(1)
21	7(2+3)
22	7(4)
23	8(1)
24	8(2)
25	8(3)
26	9
27	10
28	11
28A	12
29	13(1+2)
30	14
31	15(1)
31A	15(2)
32	16
33	17
33A	18
34	20
35	21
36	22
36A	23
36AAA	24
36AA	25
36AB	26
36B	Deleted
37	29
37A	Deleted

<u>OLD</u>	<u>NEW</u>
38	Deleted (now superseded by Sessional Order)
39	33
40	43
41	44
42	45(1+2)
43	45(3)
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47	48(2)
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51	47(3)
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54	51(1)
55	51(2)
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59	52(5)
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61	53(1)
62	52(7)
63	53(2)
64	75(1-5,7-9)
65	56
66	57
66A	58
66B	60
67	63
68	64
69	65
70	66(1)
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75	68(1)
76	69(1)
77	69(5)
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80	70(3)
81	70(4)
82	70(5)
83	70(4)
84	Deleted
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86	70(7)

<u>OLD</u>	<u>NEW</u>
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93	71(3)
94	Deleted
95	Deleted
96	Deleted
97	Deleted
98	72(1)
98A	72(2)
99	73(1-3)
100	73(4)
101	74(1)
102	74(2)
103	74(3+4)
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105	76(2)
106	76(3)
107	76(4)
108	77(1)
109	77(2)
109A	78(1-3)
110	76(6)
111	76(5)
112	76(7)
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114	76(9)
115	79
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125	85
126	83(4)
127	Deleted
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131	84(4)
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136	89
137	90(1)

<u>OLD</u>	<u>NEW</u>
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139	90(3)
141	92
142	Deleted)
143	Deleted) (now superseded by Sessional
144	Deleted) Order)
145	Deleted)
146	91(2)
147	91(3)
148	93
149	Deleted (now superseded by Sessional Order)
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151	91(5)
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165	98(3)
166	99(1)
167	99(2)
168	100(1)
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170	100(3)
171	100(4)
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174	101(2)
174A	101(3)
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186	111(2)
187	111(3)
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<u>OLD</u>	<u>NEW</u>
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196B	Deleted
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210	Deleted
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214	123
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220	125(1)
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224	126(3)
225	126(4-6)
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231A	Deleted (now superseded by Sessional Order)
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233	130(1-3)
234	131(1)
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<u>OLD</u>	<u>NEW</u>
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242	135
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244	136(2)
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252	140(1)
253	140(2+3)
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256	141(2)
257	Deleted (repetitious)
258	141(3)
259	147(1)
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261	143(2)
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264	144(2)
265	144(3)
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269	144(7)
270	145
271	Deleted (repetitious)
272	Deleted (repetitious)
273	146(1)
274	146(2)
275	147(2)
276	52(2)
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279	148(2)
280	Deleted
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284	106
285	107(3)
286	107(2)
287	108(3), 109
288	109

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294	28
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296	29(2)
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297(A)	30(2)
298	31 and 32(1)
299	32(2)
300	32(3)
301	33(2)
302	34(1)
303	34(2)
304	35(1+2)
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309	38(1)
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314	38(6)
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317	39(2)
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321	40(3)
322	40(4)
323	41
324	207(1)
325	207(2)
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327	207(4)
328	149
329	Deleted
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331	149
332	150(2)
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335	153
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337	155
338	156(1)
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<u>OLD</u>	<u>NEW</u>
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341	157(2)
342	158
343	156(3)
344	157(3)
345	159(1)
346	159(2)
347	160(1)
348	160(2)
349	161
350	162
351	42(1)
352	Deleted)
353	Deleted) (repetitious)
354	Deleted)
355	42(2)
356	163(1)
357	163(2)
358	164
359	165(1)
360	165(2)
361	166
362	167
363	168(1)
364	168(2)
365	169
365A	170
366	171
367	Deleted
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369	172(2)
370	172(3)
371	172(4)
372	173(1)
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375	173(3)
376	173(2)
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378	Deleted
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384	177(1)
385	177(2)
386	Deleted
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388	179
389	180
390	181

<u>OLD</u>	<u>NEW</u>
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393	182
394	182
395	182
396	183
397	184(1)
398	184(2)
399	184(3)
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402	185(3)
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407A	189(1,3,4)
407B	142
408	190
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416	Deleted
416A	Deleted
417	193(2)
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420	195
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443	205
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449	209(2)
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NEW STANDING ORDERS INSERTED

19	Sessional Order
32(1)	Sessional Order
51(4)	New
52(3)	New
53	Sessional Order
54	Sessional Order
58	Sessional Order
60	Sessional Order
61	Sessional Order
67(2)	Sessional Order
68(2-4)	Sessional Order
74(6)	New
81	Resolution relating to Privilege
82	Resolution relating to Privilege
90(1)	Sessional Order
107	Sessional Order
133	New
183(2)	New
195(2)	Sessional Order

ph/1/78
30/10/89

STANDING ORDERS

OF THE

SENATE

CHAPTER 1

THE OPENING OF PARLIAMENT

Proceedings on opening

1. (1) On the first day of the meeting of a session of Parliament, after a general election for the Senate and the House of Representatives, or after a general election for the House of Representatives:

- (a) If there is a President the President shall take the Chair at the time specified in the proclamation.
- (b) The Clerk shall read the proclamation calling Parliament together.
- (c) Deputies appointed by the Governor-General shall be introduced by the Usher of the Black Rod to the Senate Chamber.
- (d) The Senior Deputy shall direct the Usher of the Black Rod to desire the attendance of the Members of the House of Representatives to hear the commission read.
- (e) Members of the House of Representatives shall sit in the Senate Chamber and the Clerk shall read the commission.
- (f) The Senior Deputy shall then inform the Members of both Houses that the Governor-General will at a future time declare the cause of calling Parliament together.
- (g) The certificate of election or choice of each Senator whose term of office has begun since the last sitting of the Senate shall be laid on the table, and each such Senator may then make and subscribe the oath or affirmation of allegiance in accordance with the Constitution.

- (h) If the office of President is vacant the Senate shall elect a President.

(2) On the first day of the meeting of a session of Parliament not after a general election for the Senate and the House of Representatives or a general election for the House of Representatives:

If there is a President:

- (a) The President shall take the Chair at the time specified in the proclamation.
- (b) The Clerk shall read the proclamation calling Parliament together.
- (c) The Governor-General shall be introduced by the Usher of the Black Rod to the Senate Chamber.
- (d) The certificate of election or choice of each Senator whose term of office has begun since the last sitting of the Senate shall be laid on the table, and each such Senator may then make and subscribe the oath or affirmation of allegiance in accordance with the Constitution.

If there is no President:

- (e) The Clerk shall at the time specified in the proclamation read the proclamation calling Parliament together.
- (f) Deputies appointed by the Governor-General shall be introduced by the Usher of the Black Rod to the Senate Chamber.
- (g) The Clerk shall read the commission.
- (h) The Senior Deputy shall inform the Senate that the Governor-General will at a future time declare the cause of calling Parliament together.
- (i) The certificate of election or choice of each Senator whose term of office has begun since the last sitting of the Senate shall be laid on the table, and each such Senator may then make and subscribe the oath or affirmation of allegiance in accordance with the Constitution.
- (j) The Senate shall elect a President.

Governor-General's speech

2. (1) When the Governor-General has arrived at the Chamber, the Usher of the Black Rod shall announce and conduct the Governor-General to the Chair, the President leaving the Chair and sitting to the right.

(2) The Governor-General will direct the Usher of the Black Rod to command the immediate attendance of the House of Representatives in the Senate Chamber.

(3) When the Members of the House of Representatives have come with their Speaker into the Senate Chamber the Governor-General will declare the cause of calling the Parliament together.

(4) The President and the Speaker will each receive a copy of the Governor-General's speech, the Governor-General will withdraw from the Senate Chamber, and the President shall again take the Chair.

Address-in-reply

3. (1) Before the Governor-General's speech is reported to the Senate, some formal business may be transacted, and petitions may be presented, notices of motion may be given, and documents laid upon the table.

(2) The President shall report to the Senate the speech of the Governor-General.

(3) Consideration of the Governor-General's speech may be made an order of the day for a future day, or a motion for an address-in-reply to the speech may be made.

(4) Only formal business shall be entered into before the address-in-reply to the Governor-General's opening speech has been adopted.

(5) When the address has been agreed to, a motion will be made that it be presented to the Governor-General by the President and Senators.

(6) The President shall report to the Senate the presentation of the address and the reply of the Governor-General.

Opening of Parliament by the Queen

4. When Her Majesty the Queen is present in Australia and intends to indicate in person the cause of the calling together of Parliament, references in this chapter to the Governor-General shall be read as references to Her Majesty the Queen.

CHAPTER 2

OFFICE OF THE PRESIDENT

Term of office

5. (1) Subject to section 17 of the Constitution, the office of President shall become vacant on the 30th day of June following a periodical election, or on the date of a proclamation dissolving the Senate.

(2) If the place of the holder of the office has not become vacant on the 30th day of June following the periodical election, that Senator shall continue to hold the office until the day next before the first sitting day of the Senate after that 30th day of June following that periodical election.

(3) A periodical election means any election for the purpose of filling the places of the Senators of either of the two classes mentioned in section 13 of the Constitution.

Election of President

6. (1) Whenever the office of President becomes vacant, whether because of section 17 of the Constitution or of the standing orders, the Clerk shall act as Chairman of the Senate prior to the election of the President, and shall have the powers of the President under the standing orders while so acting.

(2) A Senator, addressing the Clerk, shall propose to the Senate as President some Senator then present, and move that that Senator take the Chair of the Senate as President. The Senator proposing the motion and any Senator speaking to it may speak for not longer than 15 minutes.

(3) If only one Senator is proposed as President, the Senator so proposed is called by the Senate to the Chair without any question being put, shall express a sense of the honour proposed to be conferred on the Senator, and shall be conducted to the Chair.

(4) If 2 or more Senators are proposed as President, a motion shall be made regarding each such Senator, that that Senator take the Chair of the Senate as President, and each Senator so proposed shall express a sense of the honour proposed to be conferred on the Senator, and may address the Senate.

Ballot

7. (1) When 2 Senators have been so proposed as President, each Senator present shall deliver to the Clerk a ballot paper indicating the name of the candidate for whom the Senator votes. The candidate who has the greater number of votes shall be the President, and be conducted to the Chair.

(2) When more than 2 Senators have been so proposed, the votes shall be similarly taken, and the Senator who has the greatest number of votes shall be the President, provided that Senator has also a majority of the votes of the Senators present.

(3) If no candidate has such a majority, the name of the candidate having the smallest number of votes shall be withdrawn, and a fresh ballot shall take place; and this shall be done as often as necessary, until one candidate is elected as President by such a majority, and the Senator elected shall be conducted to the Chair.

(4) If there is an equality of votes, the votes shall be again taken, and if again there is an equality of votes, the Clerk shall determine, by lot, which of the candidates, having the same number of votes, shall be withdrawn, as if that candidate had obtained the lesser number of votes.

Presentation to Governor-General

8. (1) Having been conducted to the Chair, the Senator so elected shall return acknowledgements to the Senate and assume the Chair.

(2) Senators may congratulate the President, and a Minister shall inform the Senate of the time at which the Governor-General will receive the Senate for the purpose of presenting their President, and the sitting of the Senate shall then be suspended or adjourned until that time, unless the Governor-General receives the Senate at once.

(3) Before the Senate proceeds to any business, the President, accompanied by Senators, shall be presented to the Governor-General.

CHAPTER 3

DEPUTY-PRESIDENT AND CHAIRMAN OF COMMITTEES

Term of office

9. (1) At the commencement of the sittings next ensuing after the 30th day of June following each periodical election, or at the commencement of the session after a general election of the Senate, or when any vacancy occurs, the Senate shall appoint a Senator to be Deputy-President and Chairman of Committees.

(2) The Senator so appointed shall hold office until the 30th day of June following the next periodical election for the Senate, or, in the event of a dissolution of the Senate, until the date of the proclamation dissolving the Senate.

Appointment of Deputy-President

10. The Deputy-President and Chairman of Committees shall be appointed in a similar manner to the President.

Duty of Chairman

11. The Chairman of Committees shall take the Chair of the committee at the table whenever a committee of the whole is constituted.

Temporary Chairmen

12. The President shall nominate at the commencement of each Parliament a panel of not less than 2 Senators who may act as Temporary Chairmen of Committees when requested so to do by the Chairman of Committees, or when the Chairman of Committees is absent.

CHAPTER 4

ABSENCE OF PRESIDENT, DEPUTY-PRESIDENT AND OFFICERS

Absence of President

13. (1) When the Senate at the commencement of a sitting is informed by the Clerk of the absence of the President, the Deputy-President shall perform the duties and exercise the authority of President in relation to all proceedings of the Senate until the next meeting of the Senate, subject to any order of the Senate.

(2) If the Senate adjourns for more than 24 hours, the Deputy-President shall continue to perform the duties and exercise the authority of President for 24 hours only after the adjournment, unless the Senate otherwise provides.

Absence of both officers

14. If both the President and the Deputy-President are absent, the Senators present, if a quorum, shall elect a Senator present to act as President for that day only, the question being put to the Senate by the Clerk.

Relief of President

15. (1) The Deputy-President shall take the Chair whenever requested so to do by the President during a sitting of the Senate, without any formal communication to the Senate.

(2) During the absence of the Deputy-President, the President may call upon any one of the Temporary Chairmen of Committees to relieve temporarily in the Chair, without any formal communication to the Senate.

Absence of Clerk

16. In case of absence of the Clerk of the Senate, the Clerk's duties shall be performed by the Deputy-Clerk, or, should the latter be absent, by a Clerk-Assistant.

CHAPTER 5

STANDING AND SELECT COMMITTEES

STANDING COMMITTEES

Procedure

17. (1) A Procedure Committee, consisting of the President, the Deputy-President, the Leader of the Government in the Senate, the Leader of the Opposition in the Senate and 6 Senators, shall be appointed at the commencement of each Parliament, with power to act during recess and to confer with a similar committee of the House of Representatives.

(2) If the Leader of the Government in the Senate or the Leader of the Opposition in the Senate is unable to attend a meeting of the Committee, that Senator may appoint a Senator to act as a member of the Committee at that meeting.

(3) The Committee may consider any matter relating to the procedures of the Senate referred to it by the Senate or by the President.

Privileges

18. (1) A Committee of Privileges, consisting of 7 Senators, shall be appointed at the commencement of each Parliament to inquire into and report upon matters of privilege referred to it by the Senate.

(2) The Committee shall have power to send for persons and documents, to move from place to place and to sit during recess.

Appropriations and Staffing

19. (1) A Standing Committee on Appropriations and Staffing shall be appointed at the commencement of each Parliament.

(2) The Committee shall inquire into:

- (a) proposals for the annual estimates and the additional estimates for the Senate;
- (b) proposals to vary the staff structure of the Senate, and staffing and recruitment policies; and
- (c) such other matters as are referred to it by the Senate.

(3) The Committee shall:

- (a) in relation to the estimates -
 - (i) determine the amounts for inclusion in the parliamentary appropriation bills for the annual and the additional appropriations, and
 - (ii) report to the Senate upon its determinations prior to the consideration by the Senate of the relevant parliamentary appropriation bill;
- (b) in relation to staffing -
 - (i) make recommendations to the President, and
 - (ii) report to the Senate on any matter; and
- (c) make an annual report to the Senate on the operations of the Senate's appropriations and staffing, and related matters.

(4) The Committee shall consist of the President and 8 other Senators: The Leader of the Government in the Senate or a Senate Minister nominated to represent the Leader of the Government from time to time, and 3 other members of the Government party nominated by the Leader of the Government, and the Leader of the Opposition in the Senate or a Senator nominated to represent the Leader of the Opposition from time to time, and 3 other Senators not being members of the Government party, nominated by the Leader of the Opposition in the Senate or by any minority groups or independent Senators; and in the absence of agreement between the Opposition and any minority groups or independent Senators as to nominations, any question as to representation shall be determined by the Senate.

(5) The quorum of the Committee shall be four members.

(6) The Committee shall have power to appoint sub-committees consisting of three or more of its members, and to refer to any such sub-committee any of the matters which the Committee is empowered to consider. The quorum of a sub-committee shall be two members.

(7) The Chairman of the Committee shall be the President, who may from time to time appoint another member of the Committee to be Deputy-Chairman, who shall act as Chairman at any time when there is no Chairman or the Chairman is not present at a meeting of the Committee.

(8) Where the votes on any question before the Committee are equally divided, the Chairman, or the Deputy-Chairman when acting as Chairman, shall have a casting vote.

(9) A Senator not a member of the Committee may attend and participate in its deliberations, and question witnesses, unless the Committee orders otherwise, but shall not vote.

(10) The Committee or any sub-committee shall have power to send for persons and documents, to move from place to place, and to meet and transact business in public or private session and notwithstanding any prorogation of the Parliament or dissolution of the House of Representatives.

(11) A daily Hansard shall be published of public proceedings of the Committee.

(12) The Committee shall be provided with all necessary staff, facilities and resources.

Library

20. (1) A Library Committee, consisting of the President and 6 Senators, shall be appointed at the commencement of each

Parliament, with power to act during recess, and to confer and sit as a joint committee with a similar committee of the House of Representatives.

(2) The Committee may consider any matter relating to the provision of library services to Senators.

House

21. (1) A House Committee, consisting of the President and 6 Senators, shall be appointed at the commencement of each Parliament, with power to act during recess, and to confer and sit as a joint committee with a similar committee of the House of Representatives.

(2) The Committee may consider any matter relating to the provision of facilities in Parliament House referred to it by the Senate or by the President.

Publications

22. (1) A Publications Committee, consisting of 7 Senators, shall be appointed at the commencement of each Parliament, with power to act during recess and to confer and sit as a joint committee with a similar committee of the House of Representatives.

(2) All documents presented to the Senate which have not been ordered to be printed by either House of the Parliament shall stand referred to the Committee, which shall make recommendations on the printing of documents.

(3) When sitting with a similar committee of the House of Representatives, the committee shall also have power:

- (a) to inquire into and report on the printing, publication and distribution of parliamentary and government publications and on such related matters as are referred to it by the relevant Minister; and
- (b) to send for persons and documents.

Regulations and Ordinances

23. (1) A Standing Committee on Regulations and Ordinances shall be appointed at the commencement of each Parliament.

(2) All regulations, ordinances and other instruments made under the authority of Acts of the Parliament, which are subject to disallowance or disapproval by the Senate and which are of a legislative character, shall stand referred to the Committee for consideration and, if necessary, report.

(3) The Committee shall scrutinise each instrument to ensure:

- (a) that it is in accordance with the statute;
- (b) that it does not trespass unduly on personal rights and liberties;
- (c) that it does not unduly make the rights and liberties of citizens dependent upon administrative decisions which are not subject to review of their merits by a judicial or other independent tribunal; and
- (d) that it does not contain matter more appropriate for parliamentary enactment.

(4) (a) The Committee shall consist of 6 Senators, 3 being members of the Government party nominated by the Leader of the Government in the Senate, and 3 being Senators who are not members of the Government party, nominated by the Leader of the Opposition in the Senate or by any minority groups or independent Senators.

- (b) The nominations of the Opposition or any minority groups or independent Senators shall be determined by agreement between the Opposition and the minority groups or independent Senators, and, in the absence of agreement duly notified to the President, the question of the representation on the Committee shall be determined by the Senate.

(5) The Committee shall have power to send for persons and documents, and to sit during recess.

(6) The quorum of the Committee shall be 3 members.

(7) The Committee shall elect as Chairman a member appointed to the Committee on the nomination of the Leader of the Government.

(8) The Chairman may from time to time appoint a member of the Committee to be Deputy-Chairman, and the member so appointed shall act as Chairman of the Committee when there is no Chairman or the Chairman is not present at a meeting of the Committee.

(9) Where votes on a question before the Committee are equally divided, the Chairman, or the Deputy-Chairman when acting as Chairman, shall have a casting vote.

(10) The Committee may appoint with the approval of the President counsel to advise the Committee.

Scrutiny of Bills

24. (1) (a) At the commencement of each Parliament, a Standing Committee for the Scrutiny of Bills shall be appointed to report, in respect of the clauses of bills introduced into the Senate, and in respect of Acts of the Parliament, whether such bills or Acts, by express words or otherwise:

- (i) trespass unduly on personal rights and liberties;
 - (ii) make rights, liberties or obligations unduly dependent upon insufficiently defined administrative powers;
 - (iii) make rights, liberties or obligations unduly dependent upon non-reviewable decisions;
 - (iv) inappropriately delegate legislative powers; or
 - (v) insufficiently subject the exercise of legislative power to parliamentary scrutiny.
- (b) The Committee, for the purpose of reporting upon the clauses of a bill when the bill has been introduced into the Senate, may consider any proposed law or other document or information available to it, notwithstanding that such proposed law, document or information has not been presented to the Senate.

(2) (a) The Committee shall consist of 6 Senators, 3 being members of the Government party nominated by the Leader of the Government in the Senate, and 3 being Senators who are not members of the Government party, nominated by the Leader of the Opposition in the Senate or by any minority groups or independent Senators.

(b) The nominations of the Opposition or any minority groups or independent Senators shall be determined by agreement between the Opposition and any minority groups or independent Senators, and, in the absence of agreement duly notified to the

President, the question of the representation on the Committee shall be determined by the Senate.

- (3) The quorum of the Committee shall be 3 members.
- (4) The Committee may appoint sub-committees consisting of 3 or more of its members, and refer to any such sub-committee any matters which the Committee is empowered to consider. The quorum of a sub-committee shall be 2 members.
- (5) The Committee shall elect as Chairman a member appointed to the Committee on the nomination of the Leader of the Government.
- (6) The Chairman may from time to time appoint a member of the Committee to be Deputy-Chairman and the member so appointed shall act as Chairman of the Committee when there is no Chairman or the Chairman is not present at a meeting of the Committee.
- (7) When votes on a question before the Committee are equally divided, the Chairman, or the Deputy-Chairman when acting as Chairman, shall have a casting vote.
- (8) The Committee and any sub-committee shall have power to send for persons and documents, to move from place to place, and to meet in private session and notwithstanding any prorogation of the Parliament or dissolution of the House of Representatives.
- (9) The Committee may appoint with the approval of the President counsel to advise the Committee.
- (10) The Committee may report from time to time its proceedings and evidence and any recommendations, and shall make regular reports of the progress of the proceedings of the Committee.

Legislative and General Purpose

25. (1) At the commencement of each Parliament, Legislative and General Purpose Standing Committees shall be appointed, and each committee shall have power to confer, and, in accordance with a resolution of the senate, to sit as a joint committee, with a similar committee of the House of Representatives.

- (2) The Committees shall be as follows:
 - (a) The Standing Committee on Community Affairs;
 - (b) The Standing Committee on Employment, Education and Training;

- (c) The Standing Committee on Environment, Recreation and the Arts;
- (d) The Standing Committee on Finance and Public Administration;
- (e) The Standing Committee on Foreign Affairs, Defence and Trade;
- (f) The Standing Committee on Industry, Science and Technology;
- (g) The Standing Committee on Transport, Communications and Infrastructure; and
- (h) The Standing Committee on Legal and Constitutional Affairs.

(3) References concerning departments shall be allocated to the Committees in accordance with a resolution of the Senate allocating departments to the Committees.

(4) The Committees shall inquire into and report upon such matters as are referred to them by the Senate, including any bills, estimates or statements of expenditure, messages, petitions, or other documents, and, where applicable, have power to inquire into and report upon such matters as were referred to Legislative and General Purpose Standing Committees appointed during previous sessions and not disposed of by those committees.

(5) In considering matters referred to committees during previous sessions, the Committees shall have power to consider the evidence and records of those committees relating to those matters.

(6) (a) Each Committee shall consist of 6 Senators, 3 being members of the Government party nominated by the Leader of the Government in the Senate, and 3 being Senators who are not members of the Government party, nominated by the Leader of the Opposition in the Senate or by any minority groups or independent Senators.

(b) The quorum of a Committee shall be 3 members.

(c) A Committee may appoint sub-committees consisting of 3 or more of its members, and refer to any such sub-committee any of the matters which the Committee is empowered to consider. The quorum of a sub-committee shall be 2 members.

(7) The Committees to which the Opposition or any minority groups or independent Senators make nominations shall be

determined by agreement between the Opposition and any minority groups or independent Senators, and, in the absence of agreement duly notified to the President, the question of the representation on a Committee shall be determined by the Senate.

(8) Each Committee shall elect as Chairman a member appointed to the Committee on the nomination of the Leader of the Government.

(9) The Chairman may from time to time appoint a member of the Committee to be Deputy-Chairman and the member so appointed shall act as Chairman of the Committee when there is no Chairman or the Chairman is not present at a meeting of the Committee.

(10) Where votes on a question before a Committee are equally divided, the Chairman, or the Deputy-Chairman when acting as Chairman, shall have a casting vote.

(11) A Senator who is not a member of a Committee may participate in its public sessions and question witnesses, unless the Committee orders otherwise, but shall not vote.

(12) Except as otherwise provided by the standing orders, the reference of a matter to a Committee shall be on motion after notice, and such notice of motion may be given:

- (a) in the usual manner when notices are given; or
- (b) at any other time by a Senator:

- (i) stating its terms to the Senate, when no other business is before the Chair, or
- (ii) delivering a copy to the Clerk, who shall report it to the Senate at the first opportunity;

and shall be placed on the Notice Paper for the next sitting day as Business of the Senate and, as such, shall take precedence of Government and General Business set down for that day.

(13) Matters referred to the Committees should relate to subjects which can be dealt with expeditiously.

(14) A Committee shall take care not to inquire into any matters which are being examined by a select committee of the Senate appointed to inquire into such matters and any question arising in this connection may be referred to the Senate for determination.

(15) A Committee and any sub-committee shall have power to send for persons and documents, to move from place to place,

and to meet and transact business in public or private session and notwithstanding any prorogation of the Parliament or dissolution of the House of Representatives.

(16) All documents received by a Committee during an inquiry shall remain in the custody of the Senate after the completion of that inquiry.

(17) A Committee shall be empowered to print from day to day any of its documents and evidence. A daily Hansard shall be published of public proceedings of a Committee.

(18) A Committee shall be provided with all necessary staff, facilities and resources and shall be empowered to appoint persons with specialist knowledge for the purposes of the Committee, with the approval of the President.

(19) A Committee may report from time to time its proceedings and evidence taken and any recommendations, and shall make regular reports on the progress of its proceedings.

(20) A Committee may authorise the broadcasting of its public hearings, under such rules as the Senate provides.

Estimates

26. (1) At the commencement of each Parliament, Estimates Committees shall be appointed, and shall be called Estimates Committees A, B, C, D, E and F.

(2) The annual estimates, contained in the documents presenting the particulars of proposed expenditure, and the additional estimates, contained in the documents presenting the particulars of proposed provision for additional expenditure, shall on motion be referred to the Committees for examination and report.

(3) Each Committee shall consist of 6 Senators, 3 being members of the Government party nominated by the Leader of the Government in the Senate and 3 being Senators who are not members of the Government party, nominated by the Leader of the Opposition in the Senate or by any minority groups or independent Senators.

(4) The Committees to which the Leader of the Opposition or any minority groups or independent Senators make nominations shall be determined by agreement between the Leader and any minority groups or independent Senators, and, in the absence of agreement duly notified to the President, the question of the representation on a Committee shall be determined by the Senate.

(5) Each Committee shall elect as Chairman a member appointed to the Committee on the nomination of the Leader of the Government.

(6) The Chairman may from time to time appoint another member of the Committee to be Deputy-Chairman and the member so appointed shall act as Chairman of the Committee when there is no Chairman or the Chairman is not present at a meeting of the Committee.

(7) Where the votes on a question before the Committee are equally divided, the Chairman, or the Deputy-Chairman when acting as Chairman, shall have a casting vote.

(8) The quorum of a Committee shall be 3 members.

(9) A Senator who is not a member of a Committee may attend and participate in its deliberations, and question witnesses, unless the Committee orders otherwise, but shall not vote.

(10) The Committees shall hear evidence in public session, may sit during any adjournment or suspension of the Senate, and may adjourn from time to time.

(11) Not more than 3 Committees shall sit simultaneously.

(12) When a Committee considers the estimates, the Chairman shall, without motion, call on items of expenditure in the order decided upon and declare the proposed expenditure open for examination.

(13) The Committees may ask for explanations from Ministers of State in the Senate, or officers, relating to the items of proposed expenditure.

(14) The report of a Committee may propose the further consideration of any items. A reservation by a member of a Committee may be added to a report.

(15) The reports from the Committees shall be received by the Senate without debate and their consideration deferred until consideration of the appropriation bills.

(16) A Hansard report of Committee proceedings shall be circulated, in manner similar to the daily Senate Hansard, as soon as practicable after each day's proceedings.

SELECT COMMITTEES AND GENERAL PROVISIONS

Membership

27. (1) Except as otherwise provided, the Senators to serve on a committee shall be nominated by the mover, and if one Senator so requires, they shall be selected by ballot.

(2) A Senator may be discharged from attending a committee and another Senator appointed, either by nomination or ballot, after notice.

(3) The President shall not be elected to any committee other than one of which the President is an ex officio member.

(4) If the Deputy-President is elected to serve on a committee and declines to do so, another Senator shall be elected.

(5) A Senator shall not sit on a committee if the Senator has a conflict of interest in relation to the inquiry of the committee.

Time for reporting

28. On the appointment of every committee other than a standing committee a day shall be fixed for the reporting of its proceedings to the Senate, by which day the final report of the committee shall be presented by the chairman, unless further time is moved for and granted.

Quorum

29. (1) In all committees, unless otherwise provided, a majority of members shall form a quorum.

(2) When a quorum is not present at a meeting of a committee the chairman shall suspend the proceedings of the committee until a quorum is present, or adjourn the committee.

(3) If within 15 minutes after the time appointed for the meeting of a committee there is not a quorum, the Senators present may retire, after entering their names in the minutes; and the secretary attending the committee shall convene a meeting for another time.

Meetings

30. (1) The mover of a committee, if a member of it, shall fix the time for the first meeting of the committee; if the mover is not a member the secretary shall fix the time.

(2) Notice of meetings subsequent to the first meeting shall be given by the secretary attending the committee:

- (a) pursuant to resolution of the committee;
- (b) on instruction of the chairman; or
- (c) upon a request by a quorum of members of the committee.

Chairman

31. A committee, before transacting any business, shall elect one of its members to be chairman, who, unless it is otherwise provided, shall have a deliberative vote only.

Proceedings

32. (1) Unless it is otherwise provided, when the votes on any question before a committee are equally divided the question shall be negatived.

(2) An entry shall be made in the minutes of proceedings of the names of the Senators attending each committee meeting, of every motion or amendment proposed in the committee and the mover, and the names and votes of the Senators voting in any division.

(3) A committee may adjourn from time to time, and, by order of the Senate, from place to place, and may sit on those days over which the Senate is adjourned.

Meetings during sitting

33. (1) A committee of the Senate and a joint committee of both Houses of the Parliament may meet during the sittings of the Senate for the purpose of deliberating in private session, but shall not make resolutions or take votes unless all members of the committee are present, and shall not otherwise meet during the sittings of the Senate except by order of the Senate.

(2) Committees meeting contrary to the standing orders may be so informed by the Usher of the Black Rod and all proceedings of such meetings shall be void.

Powers

34. (1) The Senate may give a committee power to send for persons and documents, and a committee with that power may summon witnesses and require the production of documents.

(2) The chairman of a committee shall direct the secretary attending the committee to invite or summon witnesses and

request or require the production of documents in accordance with the orders of the committee.

Witnesses

35. (1) The examination of witnesses before a committee shall be conducted by the members of the committee in accordance with procedures agreed to by the committee, subject to the rules of the Senate.

(2) The examination of witnesses shall be recorded in a transcript of evidence.

Public and private meetings

36. Persons other than members and officers of a committee may attend a public meeting of a committee but shall not attend a private meeting except by express invitation of the committee, and shall always be excluded when the committee is deliberating.

Disclosure of evidence and documents

37. The evidence taken by a committee and documents presented to it which have not been reported to the Senate, shall not, unless authorised by the Senate or the committee, be disclosed to any person other than a member or officer of the committee.

Reports

38. (1) The chairman of a committee shall prepare a draft report and submit it to the committee.

(2) A draft report shall be considered and may be amended by a committee, and a protest or dissent may be added to the report.

(3) If any Senator other than the chairman submits a draft report to a committee, the committee shall first decide upon which report it will proceed.

(4) After a draft report has been considered the whole or any part of it may be reconsidered and amended.

(5) A report of a committee shall be signed and presented to the Senate by the chairman.

(6) By order of the Senate a committee may report from time to time its proceedings or evidence.

Proceedings on report

39. (1) Upon the presentation of a report of a committee no discussion shall take place, but the report and any documents accompanying it may be ordered to be printed.

(2) Any proceeding on a report of a committee shall be by motion after notice.

Meetings with House of Representatives committees

40. (1) A committee may not confer or sit with a committee of the House of Representatives except by order of the Senate.

(2) When such an order has been made, it shall be communicated by message to the House of Representatives with a request that leave be given to the committee of that House to confer or sit with the committee of the Senate.

(3) A committee permitted or directed to confer with a committee of the House of Representatives may confer by writing or orally.

(4) Proceedings of a conference or joint sitting of a committee of the Senate and a committee of the House of Representatives shall be reported to the Senate by its committee.

Lists of committees

41. Lists of all committees, of the matters referred to them and of their reports shall be published in the Notice Paper.

Joint committees

42. (1) A proposal for a joint committee of the Senate and the House of Representatives agreed to by the Senate shall be forwarded to the House of Representatives by message.

(2) The proceedings of a joint committee shall be reported to the Senate by one of the Senators appointed to serve on the committee.

CHAPTER 6

JOURNALS AND RECORDS OF THE SENATE

Journals

43. All proceedings of the Senate shall be recorded by the Clerk in the Journals of the Senate, shall be signed by the Clerk and, except in so far as they relate to a meeting of the Senate in private session, be published.

Custody of records

44. The custody of the Journals, records and all documents laid before the Senate shall be in the Clerk, and they shall not be taken from the Chamber or Senate offices without the permission of the Senate.

CHAPTER 7

SENATORS' ROLL, ATTENDANCE AND PLACES OF SENATORS

Roll

45. (1) A Senators' roll for each state and territory shall be kept by the Clerk, showing the names of the Senators, the dates of election, of taking the oath or affirmation of allegiance, of ceasing to be a Senator and the cause.

(2) Each Senator shall sign the roll on the day on which the Senator takes the oath or affirmation of allegiance.

(3) When Senators have been divided into 2 classes under the provisions of section 13 of the Constitution, the Clerk shall enter on the roll opposite the name of each Senator the class to which the Senator belongs.

Attendance of Senators

46. For the purposes of section 20 of the Constitution, a record shall be kept in the Journals each day of Senators who do not attend at some time during the sitting.

Leave of absence to Senators

47. (1) Leave of absence may be given by the Senate to a Senator on motion after notice, stating the cause and period of absence. The notice of motion shall have precedence as Business of the Senate.

(2) A Senator shall be excused from service in the Senate or on a committee so long as the Senator has leave of absence.

(3) A Senator having leave of absence shall forfeit it by attending the Senate before the expiration of the leave.

Senators' seats

48. (1) The front seats on the right of the President shall be reserved for Ministers.

(2) The front seats on the left of the President shall be reserved for leaders of parties and for Opposition Senators designated as having responsibility for particular matters.

(3) In relation to seats other than front seats, Senators shall be entitled to retain the seats occupied by them at the time of their taking their seats for the first time after their election so long as they continue Senators without re-election.

(4) Subject to this standing order and to any other order of the Senate, any question relating to the occupation of seats by Senators shall be determined by the President.

CHAPTER 8

SITTINGS, QUORUM AND ADJOURNMENT OF THE SENATE

Meeting of Senate

49. The bells shall be rung for 5 minutes prior to the time appointed for a meeting of the Senate, and the President shall then take the Chair.

Prayer

50. The President, on taking the Chair each day, shall read the following prayer:

Almighty God, we humbly beseech Thee to vouchsafe Thy special blessing upon this Parliament, and that Thou wouldst be pleased to direct and prosper the work of Thy servants to the advancement of Thy glory, and to 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 on 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.

Quorum at commencement of sitting

51. (1) If there is not a quorum present when the Chair is taken at the time appointed for a meeting of the Senate, the bells shall be again rung for 5 minutes, and if there is still not a quorum present the President shall adjourn the Senate to the next sitting day.

(2) A Senator having entered the Chamber at or after the time appointed for the meeting of the Senate shall not withdraw until a quorum is formed or the Senate adjourned.

Quorum during sitting

52. (1) If it appears, on the report of a division of the Senate by the tellers, that a quorum is not present, the President shall adjourn the Senate till the next sitting day; and no decision of the Senate shall be considered to have been arrived at by such division.

(2) When the President is informed by the Chairman of Committees that a quorum is not present, the bells shall be rung for 4 minutes; the President shall then count the Senate, and if no quorum is then present, shall adjourn the Senate till the next sitting day; but if a quorum is then present, the President shall leave the Chair and the committee resume.

(3) If a Senator draws attention to the lack of a quorum, the bells shall be rung for 4 minutes; the President shall then count the Senate, and, if a quorum is not present, shall adjourn the Senate till the next sitting day.

(4) When the attention of the President, or of the Chairman of Committees, has been called to the absence of a quorum, a Senator shall not leave the Chamber until the Senate has been counted by the President.

(5) The doors of the Senate shall be unlocked when the President is counting the Senate.

(6) When the Senate is adjourned for lack of a quorum the names of the Senators present shall be entered in the Journals.

Adjournment of Senate

53. (1) Except where the standing orders provide for the President to adjourn the Senate without putting a question, the Senate can be adjourned only by its own resolution.

(2) The adjournment of the Senate may be moved at any time by or on behalf of a Minister.

(3) The motion for the adjournment of the Senate may not be amended.

(4) On the question for the adjournment of the Senate matters not relevant to the question may be debated.

Adjournment without motion

54. (1) At the last time specified for a sitting each day, the President shall put the question that the Senate do now adjourn, and that question shall be open to debate.

(2) If the Senate is in committee at that time, the Chairman shall put the question that the Chairman leave the Chair and report to the Senate, and on such a report being made the President shall forthwith put the question that the Senate do now adjourn, and that question shall be open to debate.

(3) If the Senate or the committee is in division at that time the President or the Chairman shall not put that question till the result of the division has been declared.

CHAPTER 9

TIMES OF SITTINGS AND ROUTINE OF BUSINESS

Times of meetings

55. (1) The days and times of meeting of the Senate shall be as follows:

(a) during the first sitting week of a 2-week period:

Tuesday	2 pm - 6.30 pm
	8 pm - 10.30 pm
Wednesday	10 am - 12.45 pm
	2 pm - 7.30 pm
Thursday	10 am - 6.30 pm
	8 pm - 10.30 pm
Friday	9 am - 1 pm
	2 pm - 3.45 pm

(b) during the second sitting week of a 2-week period:

Monday	2 pm - 6. 30 pm
	8 pm - 10. 30 pm
Tuesday	2 pm - 6. 30 pm
	8 pm - 10. 30 pm
Wednesday	10 am - 12. 45 pm
	2 pm - 7. 30 pm
Thursday	10 am - 6. 30 pm

(2) From the conclusion of the last sitting in the second week, the Senate shall stand adjourned until 2 p.m. on the third Tuesday after that sitting or such other time as may be fixed by the President or, in the event of the President being unavailable, by the Deputy-President, and the time of meeting so determined shall be notified to each Senator, and another 2-week period shall then commence.

(3) The President, at the request of an absolute majority of the whole number of Senators that the Senate meet at a certain time, shall fix a time of meeting in accordance with that request, and the time of meeting shall be notified to each Senator.

(4) For that purpose a request by the leader or deputy-leader of a party in the Senate shall be deemed to be a request by every Senator of that party.

(5) A request may be made to the President by delivery to the Clerk, who shall immediately notify the President.

(6) If the President is unavailable, the Clerk shall notify the Deputy-President, or, should the Deputy-President be unavailable, any one of the Temporary Chairmen of Committees, who shall be required to summon the Senate on behalf of the President, in accordance with this standing order.

Conduct of business

56. A motion connected with the conduct of the business of the Senate may be moved by a Minister at any time without notice.

Routine of business

57. The Senate shall proceed each day with its ordinary business in the following routine:

Week 1 of a 2-week period

Tuesday:

- (1) Petitions
- (2) Notices of motion
- (3) Questions
- (4) Any proposal to debate a matter of public importance or of urgency
- (5) Consideration of Government papers
- (6) Formal motions - Discovery of Formal Business
- (7) Postponement and re-arrangement of Business
- (8) Government Business

Wednesday:

- (1) Petitions
- (2) Notices of motion
- (3) Formal motions - Discovery of Formal Business
- (4) Postponement and re-arrangement of Business
- (5) Government Business
- (6) At 2 p.m., questions
- (7) Any proposal to debate a matter of public importance or of urgency
- (8) Consideration of Government papers
- (9) Consideration of committee reports
- (10) Further consideration of Government Business

Thursday:

- (1) Petitions
- (2) Notices of motion
- (3) Formal motions - Discovery of Formal Business
- (4) Postponement and re-arrangement of Business
- (5) Government Business
- (6) At 12.45 p.m., matters of public interest
- (7) At 2 p.m., questions
- (8) Any proposal to debate a matter of public importance or of urgency
- (9) Consideration of Government papers
- (10) General Business
- (11) Further consideration of Government Business

Friday:

- (1) Petitions
- (2) Notices of motion
- (3) Formal motions - Discovery of Formal Business
- (4) Postponement and re-arrangement of Business
- (5) Government Business
- (6) At 11.55 a.m., questions
- (7) At 2 p.m., any proposal to debate a matter of public importance or of urgency
- (8) Consideration of Government papers
- (9) Further consideration of Government Business

Week 2 of a 2-week period

Monday:

- (1) Petitions
- (2) Notices of motion
- (3) Questions
- (4) Any proposal to debate a matter of public importance or of urgency
- (5) Consideration of Government papers
- (6) Formal motions - Discovery of Formal Business
- (7) Postponement and re-arrangement of Business
- (8) Government Business

Tuesday:

- (1) Petitions
- (2) Notices of motion
- (3) Questions
- (4) Any proposal to debate a matter of public importance or of urgency
- (5) Consideration of Government papers
- (6) Formal motions - Discovery of Formal Business
- (7) Postponement and re-arrangement of Business
- (8) Government Business

Wednesday:

- (1) Petitions
- (2) Notices of motion
- (3) Formal motions - Discovery of Formal Business
- (4) Postponement and re-arrangement of Business
- (5) Government Business
- (6) At 2 p.m., questions
- (7) Any proposal to debate a matter of public importance or of urgency
- (8) Consideration of Government papers
- (9) Consideration of committee reports
- (10) Further consideration of Government Business

Thursday:

- (1) Petitions
- (2) Notices of motion
- (3) Formal motions - Discovery of Formal Business
- (4) Postponement and re-arrangement of Business
- (5) Government Business
- (6) At 12.45 p.m., Matters of Public Interest
- (7) At 2 p.m., questions
- (8) Any proposal to debate a matter of public importance or of urgency
- (9) Consideration of Government papers
- (10) General Business
- (11) Further consideration of Government Business

Business of the Senate

58. The following business shall be placed on the Notice Paper as Business of the Senate, and shall take precedence of Government and General Business for the day on which it is set down for consideration:

- (a) a motion for leave of absence to a Senator;
- (b) a motion concerning the qualification of a Senator;
- (c) a motion to disallow, disapprove, or declare void and of no effect any instrument made under the authority of any Act of Parliament which provides for the instrument to be subject to disallowance or disapproval by either House of the Parliament, or subject to a resolution of either House of the Parliament declaring the instrument to be void and of no effect;
- (d) an order of the day for the presentation of a report from a committee;
- (e) a motion to refer a matter to a standing committee.

Government and General Business

59. Government Business shall take precedence of General Business, except that General Business shall take precedence of Government Business on Thursdays after Questions, any proposal for a matter of public importance or a motion of urgency and consideration of Government papers, for a period not exceeding 2 1/2 hours, and General Business orders of the day shall take precedence of General Business notices of motion on alternate Thursdays.

Reports of Committees - precedence

60. A motion for the consideration or adoption of the report of a committee of the Senate and any Government statement on such a report shall take precedence of any other General Business on the day on which it is set down for consideration.

Consideration of Government documents

61. (1) On each sitting day after notices, documents may be presented by a Minister, and shall be considered pursuant to this standing order after questions and any proposal for a matter of public importance or a motion of urgency.

(2) When documents are called on by the President pursuant to this standing order a motion may be moved without notice that the Senate take note of one or several of them.

(3) The debate on any motion moved pursuant to this standing order shall be conducted as follows:

- (a) a Senator shall not speak for more than 5 minutes;
- (b) if debate pursuant to this standing order is not concluded it shall be interrupted after 30 minutes, and the Senate shall proceed to the consideration of the business of the day;
- (c) if the debate is adjourned or interrupted, the resumption of the debate shall be an order of the day for the Thursday of that week at the time for the consideration of General Business, or, if it is so ordered, for the next day of sitting; and
- (d) on Thursdays, at the commencement of General Business, when an order of the day is called on under this standing order Senators who have previously spoken to that order of the day may speak again for not more than 5 minutes, and debate under this standing order at that time shall not exceed one hour.

(4) Where a document is presented but is not called on under paragraph (1), the consideration of that document shall be made an order of the day for the next day on which General Business is considered at the commencement of General Business, without any question being put, and where that order of the day is called on at that time, a motion may be moved without notice to take note of that document.

(5) Where consideration of a document is an order of the day in accordance with paragraph (4), it shall remain an order

of the day for each succeeding day on which General Business is considered at the commencement of General Business till:

- (a) the order of the day is called on and no motion to take note of the document is moved;
- (b) a motion to take note of the document is determined; or
- (c) the order of the day is discharged from the Notice Paper,

whichever first occurs.

(6) Where debates on motions moved under the provisions of this standing order are adjourned or interrupted and are called on in the normal course of business, Senators who have spoken to the motions under the provisions of this standing order may speak again for the time allowed by the standing orders for that business.

Consideration of committee reports

62. (1) Where in any week there are orders of the day for the resumption of debate on motions for the consideration or adoption of reports of committees:

- (a) on Wednesdays after questions, any proposal for a matter of public importance or motion of urgency and consideration of Government Papers, orders of the day relating to reports of committees presented to the Senate during that week shall be severally called on, in the order in which the respective reports were presented;
- (b) if there are no orders of the day relating to committee reports presented during that week, or if debate on motions relating to such reports concludes before the expiration of one hour, orders of the day relating to committee reports presented prior to that week shall then be severally called on in an order which is the reverse of the order in which the respective reports were presented;
- (c) in any debate on such motions so called on, each Senator may speak for not more than 10 minutes; and
- (d) any debate pursuant to this standing order shall be interrupted after the expiration of one hour.

(2) Where debate on a motion under the provisions of this standing order is adjourned or interrupted, Senators who have spoken to the motion under the provisions of this standing order may speak again to the motion for the time

allowed by the standing orders when the debate on the motion is again called on in the normal course of business.

Presentation of documents

63. Documents ordered to be presented, returns, and reports of committees may be presented at any time when no other business is before the Senate.

New business

64. No new business shall be commenced after the question for the adjournment of the Senate has been first put on any sitting day.

Government business on Notice Paper

65. Ministers may arrange the order of their notices of motion and orders of the day on the Notice Paper as they think fit.

Formal motions

66. (1) Before the Senate proceeds to the notices of motion or orders of the day, the President shall inquire with respect to each motion of which notice has been given for the day, at the request of the Senator who gave the notice, whether there is any objection to its being taken as a formal motion, and if no objection is taken by any Senator, the motion shall be deemed to be a formal motion.

(2) Formal motions shall take precedence of all other motions and orders of the day and shall be disposed of in the order in which they stand on the Notice Paper.

(3) A formal motion shall be put and determined without amendment or debate.

Postponement of business

67. After the formal motions have been disposed of, and before the business of the day is proceeded with, any Senator may move without notice that any notice of motion standing in the Senator's name, or order of the day of which the Senator is in charge on the Notice Paper for that day, be a notice of motion or order of the day for a subsequent day, and such a motion shall be put and determined without amendment or debate.

Interruption of business

68. (1) If any business before the Senate or a committee of the whole is interrupted by the operation of any standing or other order, such business may be dealt with at a later hour

of the day, or shall be set down on the Notice Paper for the next day of sitting.

(2) Where an order of the Senate specifies a time for the consideration of a matter, at the specified time:

- (a) if a question is before the Senate consideration of that question shall be interrupted, a Senator speaking shall be taken to have leave to continue the Senator's speech, and resumption of debate on that question shall be made an order of the day for a later hour of the day without any question being put;
- (b) if the Senate is in committee the Chairman shall report progress, and further consideration of the business before the committee shall be made an order of the day for a later hour of the day without any questions being put; or
- (c) if a vote is being taken the vote shall be completed and the procedures in paragraph (a) or (b) then followed as appropriate.

CHAPTER 10

PETITIONS

Presentation of petitions

69. (1) A petition shall be lodged with the Clerk, at least 3 hours before the meeting of the Senate at which it is proposed to have it presented, and in order to be presented must bear the Clerk's certificate that it is in conformity with the standing orders.

(2) The Clerk shall make an announcement of petitions lodged, indicating in respect of each petition the Senator who presents it, the number of signatures, and the subject matter of the petition.

(3) Every petition presented shall be deemed to have been received by the Senate unless a motion, moved forthwith, that a petition be not received, is agreed to.

(4) The texts of the petitions received shall be printed in Hansard.

(5) A petition shall not be presented after notices of motion have been given, but when the mover of a motion is called or when an order of the day is read for the first time, a petition referring to it may be presented.

(6) A Senator presenting a petition shall place the Senator's name at the beginning of it, together with a statement of the number of signatures.

(7) Petitions may be presented to the Senate only by a Senator, and a Senator may not present a petition from that Senator.

Form of petitions

70. (1) A petition shall be fairly written, typed, or printed without interlineation or erasure.

(2) A petition shall contain a request for action by the Senate or the Parliament.

(3) A petition shall be in the English language, or be accompanied by a translation, certified by the Senator who presents it to be correct.

(4) Every signature shall be written on a page bearing the petition, and shall not be pasted upon or otherwise transferred to it.

(5) A petition shall be signed by the petitioners with their names, but may be signed by a person for another in case of incapacity by sickness. A person not able to write may make a mark in the presence of a witness, who shall sign as such.

(6) Petitions of corporations may be made under their common seal.

(7) No letters, affidavits, or other documents shall be attached to a petition.

Content of petitions

71. (1) No reference shall be made in a petition to any debate in Parliament of the same session, unless it is strictly relevant to the petition.

(2) A petition shall be respectful, decorous, and temperate in its language, and shall not contain language disrespectful to any legislature or irrelevant statements.

(3) A Senator presenting a petition shall be acquainted with the contents of it, and shall take care that it is in conformity with the rules and orders of the Senate.

CHAPTER 11

QUESTIONS SEEKING INFORMATION

Questions without notice

72. (1) At the time provided questions may be put to Ministers relating to public affairs, and to other Senators relating to any matter connected with the business on the Notice Paper of which such Senators have charge.

(2) A question may be put to the chairman of a committee relating to the activities of that committee, provided that:

- (a) unless leave of the Senate is granted for the question to be asked without notice, it may be asked only on notice;
- (b) the question shall not attempt to interfere with the committee's work or anticipate its report; and
- (c) the chairman shall answer only on behalf of the committee.

Rules for questions

73. (1) The following rules shall apply to questions:

questions shall not contain:

- (a) statements of fact or names of persons unless they are strictly necessary to render the question intelligible and can be authenticated;
- (b) arguments;
- (c) inferences;
- (d) imputations;
- (e) epithets;
- (f) ironical expressions; or
- (g) hypothetical matter;

questions shall not ask:

- (h) for an expression of opinion;

(i) for a statement of the Government's policy; or

(j) for legal opinion;

questions shall not refer to:

(k) debates in the current session; or

(l) proceedings in committee not reported to the Senate.

(2) Questions shall not anticipate discussion upon an order of the day or other matter which appears on the Notice Paper.

(3) The President may direct that the language of a question be changed if it is not in conformity with the standing orders.

(4) In answering a question, a Senator shall not debate it.

Questions on notice

74. (1) Notice of a question shall be given by a Senator signing and delivering it to the Clerk, fairly written, printed, or typed. Notice may be given by one Senator on behalf of another.

(2) The Clerk shall place notices of questions on the Notice Paper in the order in which they are received.

(3) The reply to a question on notice shall be given by delivering it to the Clerk, a copy shall be supplied to the Senator who has asked the question, and the question and reply shall be printed in Hansard.

(4) A Senator who has received a copy of a reply pursuant to this standing order may, by leave, immediately after questions without notice, ask the question and have the reply read in the Senate.

CHAPTER 12

MATTERS OF PUBLIC IMPORTANCE AND URGENCY

75. (1) A Senator may:

(a) propose that a matter of public importance be submitted to the Senate for discussion; or

- (b) move a motion, without notice, "That in the opinion of the Senate the following is a matter of urgency: [here to be specified the matter of urgency]".
- (2) The Senator proposing the matter of public importance or the motion to debate the matter of urgency shall hand to the President, not later than 12.30 p.m. on the day to which the proposal relates, a written statement of the proposed matter of public importance or urgency.
- (3) If the proposal is in order, the President shall read it to the Senate after questions have been asked and before other business of the day is proceeded with.
- (4) In order to proceed the proposal must be supported by 4 Senators, not including the proposer, rising in their places.
- (5) If more than one proposed matter of public importance or urgency is presented for the same day, priority shall be given to that which is first handed to the President. If two or more proposals are presented simultaneously, the proposal to be reported shall be determined by lot. No other proposal shall be read to the Senate that day.
- (6) A motion to debate a matter of urgency may not be amended.
- (7) The Senator proposing a matter of public importance or moving a motion to debate a matter of urgency and the Senator next speaking shall not speak for more than 20 minutes, and any other Senator, including the mover of the motion to debate a matter of urgency in reply, shall not speak for more than 15 minutes. The discussion on a matter shall not exceed 2 hours, on Thursday of the second week of a 2 week sitting period, one hour, and on Fridays one and three-quarter hours, and at the expiration of that time the question on a matter of urgency shall be put.
- (8) At any time during the discussion of a matter of public importance, a motion may be made by any Senator, but not so as to interrupt another Senator speaking, that the business of the day be called on. No amendment, adjournment or debate shall be allowed on such motion, which shall be put immediately by the President, and if the motion is agreed to, the business of the day shall be proceeded with immediately.

CHAPTER 13

NOTICES OF MOTION

Giving of notices

76. (1) Notice of motion shall be given by a Senator stating its terms to the Senate and delivering at the table a copy of the notice, fairly written, printed, or typed, signed by the Senator, and showing the day proposed for moving the motion.

(2) If a notice of motion is given which contains matters not relevant to each other, the President may instruct the Clerk to divide the notice into 2 or more notices.

(3) Notices shall be entered by the Clerk on the Notice Paper in the order in which they are delivered at the table.

(4) A Senator may, on request, give notice for any other Senator not then present, and 2 or more Senators may place their names on a notice as movers.

(5) A notice of motion shall not be given after the Senate has proceeded to the business of the day, except by leave of the Senate.

(6) A Senator giving notice of motion in general terms shall deliver at the table a copy of the complete motion at least one day prior to that for which the notice has been given.

(7) A notice which is contrary to the standing orders shall be amended by the President before it appears on the Notice Paper.

(8) A Senator may not give 2 notices of motion consecutively, if another Senator has a notice to give.

(9) No notice or contingent notice shall have effect for the day on which it is given.

Alteration and withdrawal of notices

77. (1) A Senator may change the day for moving a motion by giving notice of the motion for any day subsequent to that first named, but not earlier, subject to the same rules as other notices of motion.

(2) After a notice of motion has been given, the terms of it may be altered by the Senator delivering at the table an

amended notice, either on the same day or any day prior to that for proceeding with the motion.

(3) A notice may be withdrawn when called on or at any time before the motion is moved.

Disallowance motions

78. (1) A Senator who wishes to withdraw a notice of motion standing in the Senator's name to disallow, disapprove, or declare void and of no effect any instrument made under the authority of any Act which provides for the instrument to be subject to disallowance or disapproval by either House of the Parliament, or subject to a resolution of either House of the Parliament declaring the instrument to be void and of no effect, shall give notice to the Senate of the intention to withdraw the notice of motion.

(2) Such notice of intention shall be given in the same manner as a notice of motion, shall indicate the stage in the routine of business of the Senate at which it is intended to withdraw the notice of motion, and shall not have effect for the day on which it is given; except that, if given on a day on which by force of the statute the instrument shall be deemed to be disallowed if the motion has not been withdrawn or otherwise resolved, or on a day on which by force of the statute the motion must be passed in order to be effective, such notice of intention may have effect for a later hour of that day.

(3) If another Senator, at any time after the giving of such notice of intention and before the withdrawal of the notice of motion, indicates to the Senate an objection to the withdrawal of the notice of motion, that Senator's name shall be put on the notice of motion, the name of the Senator who wishes to withdraw the notice of motion shall be removed from it, and it shall not be withdrawn; but if no Senator so objects to the withdrawal of the notice of motion, it may be withdrawn in accordance with such notice of intention.

CHAPTER 14

MOTIONS AND QUESTIONS

Notice required

79. Except by leave of the Senate, or as otherwise provided by the standing orders, a motion shall not be moved unless it is in accordance with a notice duly given.

Disposal of motions

80. (1) Motions shall be called on in the order in which they appear on the Notice Paper.

(2) If, at the adjournment of the Senate, a motion on the Notice Paper has not been called on, or has been moved but not determined, it shall be set down on the Notice Paper for the next sitting day.

Privilege motions

81. A matter of privilege, unless suddenly arising in relation to proceedings before the Senate, shall not be brought before the Senate except in accordance with the following procedures:

- (1) A Senator intending to raise a matter of privilege shall notify the President, in writing, of the matter.
- (2) The President shall consider the matter and determine, as soon as practicable, whether a motion relating to the matter should have precedence of other business, having regard to the criteria set out in any relevant resolution of the Senate.
- (3) The President's decision shall be communicated to the Senator, and, if the President thinks it appropriate, or determines that a motion relating to the matter should have precedence, to the Senate.
- (4) A Senator shall not take any action in relation to, or refer to, in the Senate, a matter which is under consideration by the President in accordance with this resolution.
- (5) Where the President determines that a motion relating to a matter should be given precedence of other business, the Senator may, at any time when there is no other business before the Senate, give notice of a motion to refer the matter to the Committee of Privileges, and that motion shall take precedence of all other business on the day for which the notice is given.
- (6) A determination by the President that a motion relating to a matter should not have precedence of other business does not prevent a Senator in accordance with other procedures taking action in relation to, or referring to, that matter in the Senate, subject to the rules of the Senate.

- (7) Where notice of a motion is given under paragraph (5) and the Senate is not expected to meet within the period of one week occurring immediately after the day on which the notice is given, the motion may be moved on that day.

Motions concerning contempts

82. A motion to:

- (a) determine that a person has committed a contempt;
or
(b) impose a penalty upon a person for a contempt,

shall not be moved unless notice of the motion has been given not less than 7 days before the day for moving the motion.

Moving of motions

83. (1) A Senator at the request of another Senator who has given notice may move the motion of which notice has been given.

(2) If a Senator fails to move a motion of which notice has been given when it is called on, it shall be withdrawn from the Notice Paper.

(3) After a motion has been moved, it is in the possession of the Senate, and cannot be withdrawn without leave.

(4) A motion which has been superseded, or, by leave of the Senate, withdrawn, may be moved again during the same session.

Putting of question

84. (1) When a motion has been moved, a question on it shall be proposed to the Senate by the President.

(2) When the debate on a question is concluded, the President shall put the question to the Senate.

(3) The President may order a complicated question to be divided.

(4) A question being put shall be resolved in the affirmative or negative, by the majority of voices, "aye" or "no".

(5) The President shall state whether the "ayes" or "noes" have it, and if that opinion is challenged the question shall be decided by division.

Anticipatory motions

85. A motion or amendment shall not anticipate an order of the day or another motion of which notice has been given, unless the new motion or amendment provides a more effective method of proceeding.

Same question

86. (1) A question shall not be proposed if it is the same in substance as any question which has been determined during the same session, unless the order, resolution, or vote on such question was determined more than six months previously or has been rescinded.

(2) This standing order shall not prevent a motion for the disallowance of an instrument substantially the same in effect as one previously disallowed.

Rescission of order

87. An order, resolution, or vote of the Senate may be rescinded, but not during the same session unless 7 days' notice is given and at least one-half of the whole number of Senators vote in favour of its rescission, except that to correct irregularities or mistakes one day's notice shall be sufficient.

Leave of the Senate

88. (1) A motion otherwise requiring notice may be moved without notice by leave of the Senate.

(2) Leave of the Senate is granted when no Senator present objects to the moving of the motion or other course of action for which leave is sought.

Superseded question

89. A question may be superseded by the moving of motions for:

- (a) the adjournment of the Senate;
- (b) the adjournment of the debate;
- (c) the orders of the day to be called on; and
- (d) the previous question.

CHAPTER 15

AMENDMENTS

Moving of amendments

90. (1) A question having been proposed may be amended:

- (a) by leaving out words;
- (b) by leaving out words in order to insert or add words; or
- (c) by inserting or adding words.

(2) An amendment to a question must be in writing and signed by the proposer.

(3) An amendment must be relevant to the question to which it is proposed to be made.

(4) The mover of a motion or a Senator who has spoken in the debate may not move an amendment, and a Senator may not move more than one amendment to a question.

Putting of amendments

91. (1) In respect of every amendment the President shall put a question - That the amendment be agreed to.

(2) An amendment proposed shall be disposed of before another amendment to the original question may be moved.

(3) An amendment proposed may be withdrawn by leave of the Senate.

(4) When amendments have been made the main question shall be put as amended.

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

Same amendment

92. An amendment to a question may not be moved if it is the same in substance as an amendment already determined to the same question, or would have the effect only of reversing an amendment already made.

Amendments to amendments

93. Amendments may be proposed to a proposed amendment as if the proposed amendment were an original question.

CHAPTER 16

PREVIOUS QUESTION

Form of previous question

94. (1) The previous question shall be put in the form - That this question be not now put.

(2) The previous question cannot be moved to an amendment, nor in committee, nor can an amendment be moved to it.

(3) The previous question temporarily supersedes the original question and any amendment, but in debating it the original question and any amendment may be debated.

Determination of previous question

95. (1) If the Senate resolves the previous question in the affirmative, thereby resolving that the original question be not now put, the original question and any amendment before the Senate are thereby disposed of, and the Senate shall proceed to the next business.

(2) If the Senate resolves the previous question in the negative, thereby resolving that the original question before the Senate be now put, the question and any amendment shall be put forthwith, without debate.

(3) When the previous question is moved on any question consisting of a series of motions which are under discussion as one motion, with the understanding that the questions be put on the motions separately, the decision of the previous question, before the question on the first of the motions is put, shall be taken to be conclusive in respect of all of the motions.

CHAPTER 17

ORDERS OF THE DAY

Source of orders

96. An order of the day is a matter which the Senate has ordered to be taken into consideration on a particular day.

Disposal of orders

97. (1) Orders of the day shall be called on and disposed of in the order in which they stand on the Notice Paper.

(2) If, at the adjournment of the Senate, any orders of the day on the Notice Paper have not been called on or determined, they shall be set down on the Notice Paper as business for the next sitting day.

(3) An order of the day, in the absence of the Senator in charge of it, may, at the request of that Senator, be moved or postponed by any other Senator.

(4) An order of the day may be discharged by motion on notice whether or not it has been debated.

CHAPTER 18

DIVISIONS

Calling for divisions

98. (1) When the President states, on putting a question, that the "ayes" or the "noes" have it, that opinion may be challenged by Senators calling "divide".

(2) A division may be called for only by Senators who have given their voices against the majority as declared by the President.

(3) At any time before the tellers are appointed a call for a division may be withdrawn by leave of the Senate, the division shall not be proceeded with, and the decision of the President which was challenged shall stand.

Voting by President

99. (1) The President and the Deputy-President and Chairman of Committees shall in all cases be entitled to a vote.

(2) The President and the Deputy-President and Chairman of Committees when in the Chair may vote by stating to the Senate or to the committee whether they vote with the "ayes" or with the "noes".

Voting in divisions

100. (1) A division may be called for only by 2 or more Senators, but one Senator calling for a division shall be entitled to have that Senator's vote recorded in the Journals.

(2) A Senator calling for a division shall not leave the Chamber until the division has taken place.

(3) A Senator shall vote in a division in accordance with that Senator's vote by voice.

(4) A Senator shall not be entitled to vote in a division unless the Senator is present when the question is put with the doors locked.

Taking of divisions

101. (1) Before a division is taken the Clerk shall ring the division bells for 4 minutes.

(2) The doors shall be closed and locked as soon after the bells cease ringing as the President directs, and then no Senator shall enter or leave the Chamber until after the division.

(3) When successive divisions are taken, and there is no debate after the first division, the bells for each ensuing division shall be rung for one minute only.

(4) When the doors have been locked, and Senators are in their places, the President shall state the question to the Senate, and then direct the "ayes" to proceed to the right of the Chair, and the "noes" to the left, and shall appoint one teller for each side.

(5) Every Senator present when the question is stated shall vote, except the President, or the Chairman of Committees in the Chair of a committee, for whom voting shall be optional.

(6) When a division has been called for, Senators shall take seats on the side of the Chamber on which they intend to vote, and shall not move from those seats after tellers have been appointed until the result of the division has been declared.

Recording of divisions

102. (1) The name of every Senator voting shall be taken down by the clerks at the direction of the tellers, who shall sign their respective lists, and present them to the President, who shall declare the result to the Senate.

(2) If there is only one Senator on a side on a division, the President, without completing the division, shall forthwith declare the decision of the Senate.

(3) Divisions in the Senate and in committee shall be recorded in the Journals.

Points of order

103. While the Senate is dividing Senators may speak sitting to a point of order arising out of or during the division.

Correction of divisions

104. In case of confusion or error concerning the numbers reported, unless it can be otherwise corrected, the Senate shall proceed to another division.

Divisions in committee

105. Divisions shall be called for and taken in committee in the same manner as in the Senate.

CHAPTER 19

ROLL CALL

Notice of order

106. A notice for an order for a roll call of the Senate, as soon as practicable after the notice is given, shall be forwarded by the Clerk to each Senator.

Order for roll call

107. (1) An order for a roll call shall be made not less than 21 days before the day specified in the order as the day for the roll call.

(2) An order for a roll call may be postponed or discharged as with other orders of the day.

(3) An order for a roll call shall be the first order of the day for the day on which the roll call is to take place.

Conduct of roll call

108. (1) When the order of the day for a roll call is read, the bells shall be rung as for a division.

(2) The names of all Senators shall then be called by the Clerk in alphabetical order and Senators present shall answer their names.

(3) The name of a Senator who has not answered shall be called again, and if the Senator does not then answer the President shall report the absence of the Senator.

Senators not present

109. A Senator reported as absent after a roll call may, on motion without notice, be excused from attendance or be ordered to attend at a future time.

Roll call for Constitution alteration bills

110. (1) A roll call shall take place immediately before the third reading of a bill to alter the Constitution.

(2) Where the third readings of more than one bill to alter the Constitution are determined in immediate succession, one roll call may be made in respect of all the bills.

CHAPTER 20

BILLS

Initiation

111. (1) A bill, unless received from the House of Representatives, shall be initiated by a motion for leave to bring in the bill, specifying its intended title, or by a

motion for a committee of not less than 2 Senators to prepare and bring it in, or by an order of the Senate.

(2) The Senator having leave, or one of the committee appointed to bring in a bill, shall present a signed copy to the Senate.

(3) The title shall agree with the order of leave, and no clause shall be inserted in a bill which is irrelevant to its title.

(4) A bill not in accordance with the order of leave, or with the rules and orders of the Senate, shall be ordered to be withdrawn.

First reading

112. (1) Except in respect of bills which the Senate may not amend, the question - That this bill be now read a first time - shall be put by the President immediately after the bill has been received, and shall be determined without amendment or debate.

(2) In respect of bills which the Senate may not amend, the question - That this bill be now read a first time - may be debated, and in the debate matters relevant and not relevant to the subject matter of the bill may be discussed.

(3) On every order for the reading of a bill the title only shall be read.

(4) After the first reading, a future day shall be appointed for the second reading of the bill, and the bill shall be printed.

Expedited proceedings on bills

113. (1) A Senator may present a bill or 2 or more bills after the Senate has agreed to a motion upon notice, setting out the title of the bill or bills, that the bill or bills be introduced.

(2) After the presentation of a bill or bills, or after the receipt of a message or messages from the House of Representatives forwarding a bill or bills for concurrence, a motion may be moved without notice containing any of the following provisions:

- (a) that the bill or bills may proceed without formalities (this shall have the effect of suspending any requirements for stages of the passage of the bill or bills to take place on different days, for notice of motions for such

stages, and for the printing and certification of the bill or bills during passage);

- (b) in respect of 2 or more bills, that the bills may be taken together (this shall have the effect of allowing the questions for the several stages of the passage of the bills (or any of them) to be put in one motion at each stage, the consideration of the bills (or any of them) together in committee of the whole, and the reading of the short titles only on every order for the reading of the bills, the words in parentheses being applicable where there are more than 2 bills);
- (c) that the bill, or, where the provision referred to in subparagraph (2) (b) is agreed to, the bills, be now read a first time.

(3) Where a motion is moved containing 2 or more of the provisions set out in paragraph (2), at the request of any Senator the motion shall be divided and the provisions put as separate motions.

Second reading

114. (1) On the order of the day being read for the second reading of a bill, the question shall be proposed - That this bill be now read a second time.

(2) An amendment may be moved to that question by leaving out "now" and inserting "this day 6 months", which, if carried, shall finally dispose of the bill.

(3) Other amendments may be moved to the question for the second reading provided that they are relevant to the bill.

Committal

115. (1) After the second reading, unless the bill is referred to a standing or select committee, the Senate shall forthwith resolve itself into a committee of the whole for the consideration of the bill.

(2) After a bill has been read a second time a motion may be moved:

- (a) without notice for referring the bill to a committee;
- (b) on notice for an instruction to the committee of the whole.

(3) When a bill has been reported on by a standing or select committee a future day may be fixed for the next stage of the proceedings on the bill.

Consideration in committee

116. In committee of the whole the preamble shall stand postponed without question put, and the clauses shall be read in their order separately by the Chairman, and on each clause the question shall be put by the Chairman, that the clause stand as printed. The words of enactment at the head of the bill shall not be put to the committee.

Order of consideration

117. (1) The following order shall be followed in considering a bill:

- (a) Clauses as printed, and proposed new clauses.
- (b) Postponed clauses (not having been specially postponed till consideration of other clauses).
- (c) Schedules as printed.
- (d) Proposed new schedules.
- (e) Preamble.
- (f) Title.

(2) In reconsidering a bill, the same order shall be observed as far as possible.

(3) In reading the clauses of a bill it shall be sufficient to read the numbers only.

(4) The discussion shall be confined to the clause or amendment before the committee.

(5) A clause may be postponed, whether or not it has been amended.

Amendments in committee

118. (1) An amendment may be made to any part of the bill, provided it is relevant to the subject matter of the bill and otherwise in conformity with the rules and orders of the Senate.

(2) No new clause or amendment shall be proposed which is substantially the same as one already negatived by the committee, or which is inconsistent with one that has been

agreed to by the committee, unless a recommittal of the bill has intervened.

(3) If a clause is amended, a further question shall be put, that the clause stand as amended.

(4) If an amendment has been made in the bill, not coming within the original title, the title shall be amended, and that amendment shall be specially reported to the Senate.

Uncompleted proceedings in committee

119. No notice may be taken of any proceedings of a committee of the whole, or of a standing or select committee, on a bill, until those proceedings have been reported, but the Senate may at any time order a bill to be printed as amended in committee.

Report from committee

120. (1) When the consideration of a bill in committee of the whole has been concluded the question shall be put that this bill (or this bill as amended) be reported, and if that question is agreed to the Chairman shall leave the Chair and report the bill forthwith.

(2) On the motion that the bill be reported the reconsideration of any clauses may be moved as an amendment.

(3) If a bill is reported with amendments a future day shall be appointed for taking the report into consideration and moving its adoption, and the bill, as reported, shall be printed, but if no amendments have been made the report may be at once adopted.

Recommittal on report

121. On the motion for the adoption of the report the bill may, on motion, be recommitted, in whole or in part.

Third reading

122. (1) When the report of the committee of the whole is adopted, a future day shall be fixed for the third reading.

(2) When the order of the day for the third reading of a bill is called on, the question shall be proposed - That this bill be now read a third time.

(3) An amendment may be moved to that question by leaving out "now", and adding "this day 6 months", which, if carried, shall finally dispose of the bill. No other

amendment may be moved to the question for the third reading.

(4) After the third reading no further question shall be put, and the bill shall be taken to have been passed by the Senate.

Recommittal on third reading

123. When the order of the day for the third reading is called on and before the motion for the third reading is carried, the bill may, on motion, be recommitted, in whole or in part.

Corrections

124. Amendments of a formal nature may be made, and clerical or typographical errors may be corrected, in any part of a bill by the Chairman of Committees.

Transmission to House of Representatives

125. (1) When a bill originated in the Senate has been passed, the Clerk shall certify at the top of the first page: This Bill originated in the Senate, and, having this day passed, is now ready for presentation to the House of Representatives for its concurrence.

(2) After a bill has been so certified by the Clerk, it shall be sent with a message requesting the concurrence of the House of Representatives.

House of Representatives' amendments on bills originated in the Senate

126. (1) When a bill has been returned from the House of Representatives with amendments, the message and the amendments shall be printed and a time fixed for taking them into consideration in a committee of the whole.

(2) Amendments made by the House of Representatives may be agreed to with or without amendment, or disagreed to, or the consideration of them postponed, or the bill ordered to be laid aside.

(3) An amendment shall not be proposed to an amendment of the House of Representatives that is not relevant to it, and an amendment may be not moved to the bill unless it is relevant to, or consequent upon, the acceptance, amendment or rejection of a House of Representatives amendment.

(4) When amendments made by the House of Representatives have been agreed to by the Senate without amendments, a

message shall be sent informing the House of Representatives accordingly.

(5) If House of Representatives amendments have been agreed to with amendments, the bill shall be returned with a schedule of those amendments, in a message requesting the concurrence of the House of Representatives.

(6) If House of Representatives amendments have been disagreed to, the bill may be laid aside, or it may be again sent to the House of Representatives, with a message requesting its reconsideration.

(7) When a bill is returned to the House of Representatives with amendments made by the House of Representatives disagreed to, the message containing the bill shall also contain reasons for the Senate not agreeing to the amendments proposed by the House of Representatives.

(8) The reasons shall be drawn up by a committee appointed for that purpose when the Senate adopts the report of the committee of the whole disagreeing to the amendments, or may be adopted by motion at that time.

(9) When amendments have been made by the Senate on the amendments of the House of Representatives, a schedule of those amendments shall be prepared, shall be certified by the Clerk, and shall accompany the bill.

Bill again returned from the House of Representatives

127. (1) If the House of Representatives returns a bill with a message informing the Senate that it:

- (a) insists on its original amendments to which the Senate has disagreed;
- (b) disagrees to amendments made by the Senate on the original amendments of the House of Representatives; or
- (c) agrees to amendments made by the Senate on the original amendments of the House of Representatives, with further amendments,

the Senate may:

- (d) agree, with or without amendment, to the amendments to which it had previously disagreed, and make, if necessary, consequent amendments to the bill;
- (e) insist on its disagreement to such amendments;

- (f) withdraw its amendments and agree to the original amendments of the House of Representatives;
- (g) make further amendments to the bill consequent upon the rejection of its amendments;
- (h) propose new amendments as alternative to the amendments to which the House of Representatives has disagreed;
- (i) insist on its amendments to which the House of Representatives has disagreed;
- (j) agree, with or without amendment, to such further amendments of the House of Representatives, making consequent amendments to the bill, if necessary; or
- (k) disagree to the further amendments and insist on its own amendments which the House of Representatives has amended,

and if agreement is not reached or if the bill is again returned by the House of Representatives with any of the requirements of the Senate still disagreed to, the Senate shall order the bill to be laid aside, or request a conference.

(2) When the requirements of the House of Representatives in the bill have been finally agreed to, a message shall be sent informing the House of Representatives accordingly.

(3) The Clerk shall, at every stage, certify on the first page of the bill the action taken by the Senate.

Bills received from the House of Representatives

128. Bills coming to the Senate for the first time from the House of Representatives shall be proceeded with in the same manner as bills presented pursuant to orders of the Senate.

Requests

129. (1) If requests for amendments in the bill have been made (whether in addition to amendments or not), the requests shall, upon the conclusion of the committee's proceedings, be reported to the Senate, and upon the adoption of the report a message shall be sent to the House of Representatives requesting the House to make amendments in the bill in accordance with the requests, and returning the bill.

(2) On the disposal of such requested amendments in accordance with the standing orders, the bill shall be read

a third time, and, if the Senate has made amendments in the bill, the procedure with respect to amendments shall be followed.

Amendments changed to requests

130. (1) If a bill received from the House of Representatives, in which the Senate has made amendments, is returned by the House of Representatives with a suggestion that any of the amendments should be made the subject of a request by the Senate in accordance with section 53 of the Constitution, the Senate may forthwith, or on a future day, take the message into consideration in committee; and if any requests for amendments are made, the bill shall be returned to the House of Representatives with a message requesting that House to make the requested amendments.

(2) In dealing with any such requests the same procedure shall be followed as for requests made in the first instance.

(3) After the requests have been disposed of, if the amendments of the Senate have not been agreed to, the procedure with respect to amendments shall be followed.

Return of House of Representatives bill

131. (1) When a bill has been passed by the Senate with or without amendment, it shall be returned to the House of Representatives by message, with the Clerk's certificate that the bill has been agreed to by the Senate without amendment, or with the amendments indicated by the annexed schedule, as the case may require, and the concurrence of the House of Representatives shall be desired to such amendments.

(2) When any amendments have been made by the Senate to a bill which has been first passed by the House of Representatives, a schedule of the amendments shall be prepared containing reference to the page and line of the bill where the words are to be inserted or omitted, and describing the amendments proposed, and this schedule shall be certified by the Clerk and shall accompany the bill.

Disagreement with Senate amendments

132. (1) If the House of Representatives returns a bill with amendments made by the Senate disagreed to, or further amendments made, the message returning the bill shall be printed and a time fixed for taking it into consideration in a committee of the whole.

(2) Where the House of Representatives:

- (a) disagrees to amendments made by the Senate; or
- (b) agrees to amendments made by the Senate with amendments,

the Senate may:

- (c) insist, or not insist, on its amendments;
- (d) make further amendments to the bill consequent upon the rejection of its amendments;
- (e) propose new amendments as alternative to the amendments to which the House of Representatives has disagreed;
- (f) agree to the House of Representatives amendments on its own amendments, with or without amendment, making consequent amendments to the bill if necessary;
- (g) disagree to those amendments and insist on its own amendments which the House of Representatives has amended; or
- (h) order the bill to be laid aside,

and, unless the bill is laid aside, a message shall be sent to the House of Representatives advising of the Senate's action.

House amendments to Senate amendments

133. (1) When a bill is returned to the House of Representatives with amendments made by the House of Representatives on the Senate's amendments disagreed to, the message returning the bill shall also contain reasons for the Senate not agreeing to the amendments proposed by the House of Representatives.

(2) The reasons shall be drawn up by a committee appointed for that purpose when the Senate adopts the report of the committee of the whole disagreeing to the amendments, or may be adopted by motion at that time.

(3) When further amendments are made by the Senate on the House of Representatives amendments on the Senate's original amendments to a bill which has been first passed by the House of Representatives, a schedule of the further amendments shall be prepared, shall be certified by the Clerk and shall accompany the bill.

(4) The Clerk shall, at every stage, certify on the first page of the bill the action taken by the Senate.

Amendments after disagreement

134. Where the House of Representatives has disagreed with amendments made by the Senate in a bill first passed by the House, an amendment may not be proposed in any words of the bill which, having received the concurrence of the House of Representatives, have not been the subject of, or immediately affected by, some previous amendment, unless the proposed amendment is consequent on an amendment already agreed to or made by the Senate.

Bills amending the Constitution

135. If the third reading of a bill proposing an alteration of the Constitution is not carried by an absolute majority of the Senate the bill shall be forthwith laid aside without any question being put, and shall not be revived during the same session.

Lapsed bills

136. (1) A bill which lapses by reason of a prorogation before it has reached its final stage may be proceeded with in the next session at the stage it had reached in the preceding session, if a periodical election for the Senate or general election for either House has not taken place between the two sessions, under the following conditions:

- (a) If the bill is in the possession of the House in which it originated, not having been sent to the other House, or, if sent, then returned by message, it may be proceeded with by resolution of the House in which it is, restoring it to the Notice Paper.
- (b) If the bill is in the possession of the House in which it did not originate it may be proceeded with by resolution of the House in which it is, restoring it to the Notice Paper, but such resolution shall not be passed unless a message has been received from the House in which it originated, requesting that its consideration be resumed.

(2) A bill so restored to the Notice Paper may be proceeded with in both Houses as if its passage had not been interrupted by a prorogation, and, if finally passed, shall be presented to the Governor-General for assent.

(3) If a motion for restoration of a bill to the Notice Paper is not agreed to, the bill may be introduced and proceeded with in the ordinary manner.

Presentation for assent

137. A bill originated in the Senate and finally passed by both Houses shall be printed and presented by the President to the Governor-General for assent, having been certified by the Clerk accordingly.

Amendments proposed by the Governor-General

138. (1) When the Governor-General returns a bill recommending amendments, the amendments shall be considered and dealt with in the same manner as amendments proposed by the House of Representatives.

(2) When the Senate has agreed to an amendment proposed by the Governor-General, with or without amendment, the amendment, together with any alterations necessary to be made in the bill in consequence of the amendment, shall be forwarded to the House of Representatives for its concurrence; and any amendment made by the House of Representatives shall be dealt with in the same manner as amendments made by the House of Representatives on bills originated in the Senate.

(3) Amendments recommended by the Governor-General in bills originated in the House of Representatives, which have been agreed to by the House of Representatives and forwarded for the concurrence of the Senate, shall be proceeded with in the same manner as amendments made by the House of Representatives on the Senate's amendments to bills first received from the House of Representatives.

(4) When amendments recommended by the Governor-General in a bill originated in the Senate have been agreed to by both Houses with or without amendment, the bill shall be printed and presented by the President to the Governor-General, having been certified accordingly.

(5) If any such amendment is disagreed to by the Senate, or if no agreement between the Houses is reached, the President shall again present to the Governor-General for assent the bill in the form as first presented for that purpose.

Signed copy of bill

139. A copy of an Act resulting from a bill which originated in the Senate, bearing the Governor-General's signature and showing the date of assent, shall be retained by the Clerk.

Requests on bills not amendable by the Senate

140. (1) Requests to the House of Representatives may be made at all or any of the following stages of a bill which the Senate may not amend:

- (a) On the motion for the first reading of the bill.
 - (b) In committee after the second reading has been agreed to.
 - (c) On consideration of any message from the House of Representatives referring to the bill.
 - (d) On the third reading of the bill.
- (2) A committee may recommend that the Senate make, press, or modify, and may generally deal with, requests on the bill.

(3) Proceedings in committee shall be as follows:

- (a) The Chairman shall call on each clause or item, and put the question - That the clause or item be now passed without requests.
 - (b) If motions for requests are moved and passed, the Chairman shall put a further question - That the clause or item be now passed, subject to the requests being complied with.
 - (c) If either of those questions is negatived, it shall again be proposed by the Chairman, and consideration of the clause or item may continue until either question is agreed to.
 - (d) At the request of a Senator a clause or item shall be divided.
- (4) When a request to the House of Representatives is made a message shall be sent to the House of Representatives returning the bill and requesting that House to make amendments in the bill in accordance with the request.

Requests not complied with

141. (1) Messages from the House of Representatives referring to requests by the Senate which do not completely comply with the requests as originally made or as modified shall be considered in committee.

(2) If a bill is returned to the Senate by the House of Representatives with a request not agreed to, or agreed to

with modifications, any of the following motions may be moved:

- (a) That the request be pressed.
 - (b) That the request be not pressed.
 - (c) That the modifications be agreed to.
 - (d) That the modifications be not agreed to.
 - (e) That another modification of the original request be made.
 - (f) That the request be not pressed, or agreed to as modified, subject to a request relating to another clause or item, which the committee orders to be reconsidered, being complied with.
- (3) If a message is returned from the House of Representatives completely complying with requests of the Senate as originally made or as modified, the bill, as altered, may be proceeded with in the usual way.

Limitation of debate on bills

142. (1) When a motion for leave to introduce a bill is called on, or when a message is received from the House of Representatives transmitting a bill for concurrence, or at any other stage of a bill, a Minister may declare that the bill is an urgent bill, and move that the bill be considered an urgent bill, and such motion shall be put forthwith without debate or amendment.

(2) If that motion is agreed to, a Minister may forthwith, or at any time during any sitting of the Senate or committee, but not so as to interrupt a Senator who is speaking, move a further motion or motions specifying the time which (exclusive of any adjournment or suspension of sitting, and notwithstanding anything contained in any other standing order or any sessional order) shall be allotted to all or any stages of the bill, and an order with regard to the time allotted to the committee stage of the bill may, out of the time allotted, apportion time to particular clauses, or to particular parts of the bill.

(3) On such further motion or motions with regard to the allotment of time, debate shall not exceed one hour, and in speaking, a Senator shall not exceed 10 minutes, and if the debate is not sooner concluded, forthwith upon the expiration of that time the President or the Chairman shall put any questions on any amendment or motion already proposed from the Chair.

(4) For the purpose of bringing to a conclusion any proceedings which are to be brought to a conclusion on the expiration of the time allotted under any motion passed under the provisions of this standing order, the President or the Chairman shall at the time appointed put forthwith the question on any amendment or motion already proposed from the Chair, and, in the case of the consideration of any bill in committee, shall then put any clauses and any Government amendments and new clauses and schedules, copies of which have been circulated by the Government among Senators 2 hours at least before the expiration of the allotted time, and any other question requisite to dispose of the business before the Senate or committee, and no other amendments, new clauses or schedules shall be proposed.

(5) The motion that the question be now put shall not be moved in any proceedings in respect of which time has been allotted under this standing order.

(6) Where a time has been specified for the commencement of proceedings under this standing order, when the time so specified has been reached the business then before the Senate or committee shall be postponed forthwith and the consideration of the urgent bill proceeded with, and all steps necessary to enable this to be done shall be taken accordingly.

CHAPTER 21

COMMITTEES OF THE WHOLE

Appointment of committee

143. (1) A committee of the whole shall be appointed by a resolution that the Senate resolve itself into a committee of the whole, immediately or at a future time.

(2) When an order of the day is read for the Senate to resolve itself into a committee of the whole the President shall leave the Chair without putting any question, and the Senate then resolve itself into committee, unless on notice an instruction to the committee is proposed.

Proceedings in committee

144. (1) A committee shall consider only the matters referred to it by the Senate.

(2) A question in committee shall be decided in the same manner as in the Senate.

(3) A motion contradictory of a previous decision of a committee shall not be entertained in the same committee.

(4) A motion for the previous question may not be made in committee.

(5) In committee Senators may speak more than once to the same question, and, when a question has been proposed from the Chair, shall confine themselves to that question.

(6) Motions that the question be now put and that the Chairman report progress and ask leave to sit again shall be moved without discussion and immediately put and determined, but neither of those motions shall be repeated within 15 minutes after either of them has been moved.

(7) Except as otherwise provided by the standing orders, the same rules of the conduct of Senators and of debate, procedure, and the conduct of business shall be observed in committee as in the Senate, the Chairman of Committees being invested with the same authority as the President for the preservation of order, but disorder in a committee may be censured only by the Senate, on receiving a report.

Objection to Chairman's ruling

145. If objection is taken to a decision of the Chairman of Committees, such objection must be stated at once in writing. The Chairman shall then leave the Chair, and the Senate resume. The matter having been laid before the President, and Senators having addressed themselves to it, shall be disposed of, and the proceedings in committee shall be resumed where they were interrupted.

President to resume Chair

146. (1) If sudden disorder arises in committee, the President shall resume the Chair.

(2) The President shall resume the Chair at the time for doing anything which the Senate has ordered to be done at a stated time.

Quorum

147. (1) The quorum in committee of the whole shall be the same as for the Senate.

(2) If notice is taken of the absence of a quorum in committee, the Chairman shall count the committee, and if after the bells have been rung for 4 minutes a quorum is not formed, or if it appears on a division (by which division no decision shall be taken to have been arrived at) that a

quorum is not present, the Chairman shall leave the Chair and report to the Senate.

(3) If the proceedings of a committee are interrupted by lack of a quorum and consequent adjournment of the Senate, the resumption of the committee shall be an order of the day for the next day of sitting, and when the order is called on the proceedings shall be resumed at the point where they were interrupted.

Report of committee

148. (1) When all matters referred to a committee have been considered, the Chairman shall be directed to report to the Senate, and when the consideration of those matters has not been concluded, the Chairman may be directed to report progress and ask leave to sit again.

(2) A motion may be made at any time during the proceedings of a committee that the Chairman report progress and ask leave to sit again.

(3) Resolutions reported from a committee may be agreed to or disagreed to by the Senate, or agreed to with amendments, recommitted to the committee, or the further consideration of them postponed.

CHAPTER 22

INSTRUCTIONS TO COMMITTEES

Effect of instruction

149. An instruction empowers a committee to consider matters not otherwise referred to it, or extends or restricts its order of reference.

Instructions on bills

150. (1) An instruction may be given to a committee to divide a bill into 2 or more bills, or to consolidate several bills into one.

(2) An instruction may be given to a committee on a bill to amend an existing Act to consider amendments which are not relevant to the subject matter of the bill but are relevant to the subject matter of the Act it is proposed to amend.

Notice required

151. An instruction requires notice, and in respect of a committee of the whole may be moved only before going into committee.

CHAPTER 23

COMMUNICATION BETWEEN THE TWO HOUSES

Methods of communication

152. Communications with the House of Representatives may be by message, by conference, or by committees conferring with each other.

Messages from the Senate

153. A message from the Senate to the House of Representatives shall be in writing, signed by the President or Deputy-President, and delivered by a clerk at the table or the Usher of the Black Rod.

Communicating a resolution

154. A motion may be moved at any time, without notice, that any resolution of the Senate be communicated by message to the House of Representatives.

Messages from the House of Representatives

155. A message from the House of Representatives shall be received, if the Senate is sitting, by a clerk at the table, and, if the Senate is not sitting, by the Clerk of the Senate, and shall be reported by the President as early as convenient, and a future time fixed for its consideration, or it may, by leave, be dealt with at once.

CHAPTER 24

CONFERENCES

Request for conference

156. (1) Conferences sought by the Senate with the House of Representatives shall be requested by message.

(2) In requesting a conference, the message from the Senate shall state, in general terms, the object for which the conference is sought and the number of managers proposed to serve, which shall be not less than 5.

(3) A conference shall not be requested by the Senate on the subject of a bill or motion of which the House of Representatives is at the time of the request in possession.

Appointment of managers

157. (1) A motion for requesting a conference shall contain the names of the Senators proposed by the mover to be the managers for the Senate.

(2) If, on such a motion, any Senator so requires, the managers for the Senate shall be selected by ballot.

(3) Managers to represent the Senate in a conference requested by the House of Representatives shall consist of the same number of members as those of the House of Representatives.

Sitting suspended

158. During a conference the sitting of the Senate shall be suspended.

Time and place of conference

159. (1) In respect of any conference requested by the House of Representatives the time and place for holding the conference shall be appointed by the Senate; and when the Senate requests a conference, it shall agree to its being held at the time and place appointed by the House of Representatives, and such agreement shall be communicated by message.

(2) At conferences requested by the House of Representatives the managers for the Senate shall assemble at the time and place appointed, and receive the managers of the House of Representatives.

Proceedings at conference

160. (1) At all conferences the reasons or resolutions of the Senate communicated by the managers shall be in writing, and the managers shall not receive any such communication from the managers for the House of Representatives unless it is in writing.

(2) At conferences the managers for the Senate shall deliver the reasons or resolutions of the Senate to the managers for the House of Representatives, or receive from the managers

for the House of Representatives the reasons or resolutions communicated by the latter, after which the managers for the Senate shall be at liberty to confer freely with the managers for the House of Representatives.

Report of conference

161. The managers for the Senate shall, when the conference has concluded, report the proceedings to the Senate.

One conference only

162. There shall be only one conference on a bill or other matter.

CHAPTER 25

BALLOTS

Conduct of ballot

163. (1) Before the Senate proceeds to a ballot, the bells shall be rung as in a division.

(2) Each Senator present shall give to the Clerk a list of the names of the Senators for whom the Senator votes, and if any list contains a larger or lesser number of names than are to be chosen it shall be void and rejected.

(3) When all the lists are collected, the Clerk, with the mover acting as scrutineer, shall ascertain and report to the President the names of the Senators having the greatest number of votes, which Senators shall be declared to be chosen.

(4) If 2 or more Senators have an equality of votes, the President shall determine by lot which Senator shall be chosen.

CHAPTER 26

TABLING OF DOCUMENTS

Order for the production of documents

164. (1) Documents may be ordered to be laid on the table, and the Clerk shall communicate to the Leader of the

Government in the Senate all orders for documents made by the Senate.

(2) When returned the documents shall be laid on the table by the Clerk.

Documents from the Governor-General

165. (1) When the royal prerogative is concerned in any document required by the Senate an address shall be presented to the Governor-General requesting that the document be laid before the Senate.

(2) A motion for the production of correspondence addressed to the Governor-General shall be in the form of an address.

Other methods of tabling documents

166. Other documents may be presented pursuant to statute, by the President, or by a Minister.

Publication of tabled documents

167. The publication of each document laid on the table of the Senate is authorised by this standing order.

Documents quoted in debate

168. (1) A document relating to public affairs quoted by a Minister may be ordered to be laid on the table, unless the Minister states that the document is of a confidential nature or should more properly be obtained by address.

(2) A document quoted by a Senator not a Minister may be ordered to be laid on the table.

(3) An order under paragraph (1) or (2) may be made by motion without notice moved immediately on the conclusion of the speech of the Senator who quoted the document.

Motions after tabling

169. On a document being laid before the Senate, it shall be in order to move:

- (a) that a day be appointed for its consideration; or
- (b) that it be printed.

Amendments after tabling

170. Amendments not altering the substance of the document may be made, and clerical or typographical errors may be corrected, by authority of the President, in a document that

has been ordered to be printed. No other amendments may be made except by authority of the Senate.

CHAPTER 27

ADDRESSES TO THE QUEEN OR THE GOVERNOR-GENERAL

Making of address

171. An address to the Queen or the Governor-General shall be proposed on motion after notice in the usual manner.

Presentation of address

172. (1) Addresses to the Queen shall be transmitted to the Governor-General by the President, requesting that they be forwarded for presentation.

(2) Addresses to the Governor-General shall be presented by the President, unless the Senate otherwise orders.

(3) When an address is ordered to be presented by the Senate, the President, accompanied by Senators, shall proceed to the place the Governor-General appoints, and, being admitted to the Governor-General's presence, the President shall read the address to the Governor-General, the Senator who moved the address being with the President.

(4) The Governor-General's answer to an address presented by the Senate shall be reported by the President.

CHAPTER 28

MESSAGES FROM THE GOVERNOR-GENERAL

Presentation of message

173. (1) A message from the Governor-General shall be reported to the Senate by the President as soon as practicable after its receipt.

(2) A message from the Governor-General may be presented to the Senate by a Minister at any time, but not during a debate, or so as to interrupt a Senator speaking.

(3) The message may be at once taken into consideration, or ordered to be printed, or a future day may be fixed for taking it into consideration.

CHAPTER 29

VISITORS

Distinguished visitors

174. The President may, by leave of the Senate, admit distinguished visitors to a seat on the floor of the Senate.

Conduct of visitors

175. (1) Visitors may attend, in the galleries provided, a sitting of the Senate.

(2) A person other than a Senator, a clerk at the table or an officer attending on the Senate may not:

- (a) attend a meeting of the Senate in private session;
or
- (b) enter any part of the Senate Chamber reserved for Senators while the Senate is sitting.

(3) The Usher of the Black Rod shall, subject to any direction by the Senate or the President, take into custody any person who enters any part of the Chamber reserved for Senators while the Senate is sitting, or causes a disturbance in or near the Chamber, and a person so taken into custody shall be discharged out of custody in accordance with an order of the Senate.

CHAPTER 30

WITNESSES

Summoning of witnesses

176. (1) Witnesses, other than Senators, may be ordered to attend before the Senate by summons signed by the Clerk, or before a committee by summons signed by the secretary of the committee.

(2) If a witness fails or refuses to attend or give evidence, the matter shall be reported to the Senate.

Senators as witnesses

177. (1) When the attendance of a Senator is ordered by the Senate, the Senator shall be summoned by the President to attend in the Senator's place.

(2) If a committee requires the attendance of a Senator as a witness, the Chairman shall, in writing, request the Senator to attend, and if the Senator declines to attend or to give evidence, the committee shall report the matter to the Senate.

(3) The Senate may order a Senator to attend a Senate committee and to give evidence to the committee.

Members or officers of the House of Representatives

178. When the attendance of a member or officer of the House of Representatives is required by the Senate or a committee a message shall be sent to the House of Representatives requesting that the House of Representatives give leave to the member or officer to attend.

Requests from the House of Representatives

179. If the House of Representatives requests by message the attendance of a Senator or an officer of the Senate before the House of Representatives or a committee, the Senate may authorise the Senator or officer to attend.

Witnesses in prison

180. When a witness is in prison, the person in charge of the prison may be ordered to bring the witness, in safe custody, to be examined, and the President may be ordered to issue a warrant accordingly.

Protection of witnesses

181. A witness examined before the Senate or a committee is entitled to the protection of the Senate in respect of the evidence of the witness.

Witnesses before the Senate

182. The examination of a witness before the Senate shall be conducted in accordance with procedures adopted by the Senate for the purpose.

Evidence given elsewhere by Senators or officers

183. A Senator or officer of the Senate, or a person involved in recording the proceedings of the Senate or a committee, may not give evidence elsewhere in respect of proceedings of the Senate or the committee, without the permission of the Senate, or, if the President is authorised to give that permission, of the President.

CHAPTER 31

CONDUCT OF SENATORS AND RULES OF DEBATE

Order maintained by President

184. (1) Order shall be maintained in the Senate by the President.

(2) Whenever the President rises during a debate, a Senator then speaking or offering to speak shall sit down, and the Senate shall be silent, so that the President may be heard without interruption.

(3) When the President is putting a question a Senator shall not walk out of or across the Chamber.

Conduct of Senators

185. (1) A Senator shall acknowledge the Chair on entering or leaving the Chamber.

(2) A Senator shall not pass between the Chair and a Senator who is speaking, nor between the Chair and the table.

(3) A Senator on entering the Chamber shall take the Senator's place, and shall not stand in any of the passages.

The call to speak

186. (1) A Senator desiring to speak shall rise and address the President.

(2) Subject to the practices of the Senate relating to the call to speak, when 2 or more Senators rise together to speak, the President shall call upon the Senator who, in the President's opinion, first rose in the Senator's place.

Speeches not to be read

187. A Senator shall not read a speech.

Right to speak

188. (1) Unless otherwise provided, a Senator may speak once:

- (a) on a question before the Senate;
- (b) on an amendment; and
- (c) in reply, where a reply is permitted.

(2) In committee, Senators may speak more than once.

Time limits on speeches

189. (1) A Senator shall not speak for more than 30 minutes in any debate in the Senate. A Senator may move that that time limit be extended by not more than 15 minutes, and such a motion shall forthwith be put without debate.

(2) On the motion for the first reading of a bill which the Senate may not amend a Senator shall not speak for more than 15 minutes.

(3) Where a right of reply is allowed in a debate a Senator speaking in reply shall speak for not more than 30 minutes.

(4) In committee a Senator shall not speak for more than 15 minutes at a time on any question, but where the speech of a Senator is interrupted by this provision, and no other Senator rises to speak, the Senator so interrupted may continue to speak for a further 15 minutes but no longer continuously on a question.

Personal explanations

190. By leave of the Senate, a Senator may explain matters of a personal nature, although there is no question before the Senate, but such matters may not be debated.

Explanations of speeches

191. A Senator who has spoken to a question may again be heard, to explain some material part of the Senator's speech which has been misquoted or misunderstood, but shall not introduce any new matter, or interrupt any Senator speaking, and no debatable matter shall be brought forward or debate arise on such an explanation.

Reply

192. (1) A reply may be made by a Senator who has made a substantive motion to the Senate on which debate is allowed, but not by a Senator who has moved an amendment or the previous question.

(2) The reply of the mover of the original question shall close the debate.

Rules of debate

193. (1) A Senator shall not reflect on any vote of the Senate, except for the purpose of moving that the vote be rescinded.

(2) A Senator shall not refer to the Queen, the Governor-General or the Governor of a State disrespectfully in debate, or for the purpose of influencing the Senate in its deliberations.

(3) A Senator shall not use offensive words against either House of Parliament or of a House of a State or Territory Parliament, or any Member of such House, or against a judicial officer, and all imputations of improper motives and all personal reflections on those Houses, members or officers shall be considered highly disorderly.

Relevance and anticipation

194. (1) A Senator shall not digress from the subject matter of any question under discussion, or anticipate the discussion of any subject which appears on the Notice Paper.

(2) This standing order shall not prevent discussion on the address-in-reply of any matter, or of any matter on the Notice Paper and not discussed during the preceding 4 weeks.

Question may be read

195. A Senator may require the question to be read by the Clerk at any time during a debate, but not so as to interrupt a Senator speaking.

Tedious repetition

196. The President or the Chairman of Committees may call the attention of the Senate or the committee, as the case may be, to continued irrelevance or tedious repetition, and may direct a Senator to discontinue a speech, but that Senator may require that the question whether the Senator be further heard be put, and then that question shall be put without debate.

Interruption of speaker: points of order or privilege

197. (1) A Senator shall not interrupt another Senator speaking, except:

(a) to call attention to a point of order or privilege;
or

(b) to call attention to the lack of a quorum.

(2) A Senator may draw attention at any time to a point of order or a matter of privilege arising in the proceedings then before the Senate.

(3) A question of order or a matter of privilege so raised suspends the consideration and decision of every other question until determined.

(4) On a question of order being raised the Senator called to order shall sit down.

(5) The President may hear argument on the question, and may determine it forthwith, or at a later time, at the President's discretion.

Objection to ruling

198. (1) If an objection is taken to the ruling or decision of the President, such objection must be taken at once and in writing, and a motion moved that the Senate dissent from the President's ruling.

(2) Debate on that motion shall be adjourned to the next sitting day, unless the Senate decides on motion, without debate, that the question requires immediate determination.

Closure of debate

199. (1) The motion that the question be now put is not open to debate or amendment and shall be forthwith put by the President and determined.

(2) If the motion that the question be now put is carried, the Senate shall vote on the question immediately before it without further debate or amendment.

(3) A motion that the question be now put may not be moved by a Senator other than a Minister who has spoken in the debate or who has previously moved that motion.

Putting of question ends debate

200. A Senator may not speak to any question after it has been put by the President and the vote commenced.

Adjournment of debate

201. (1) A debate may be adjourned on motion or by the granting of leave for a Senator to continue the Senator's speech, either to a later hour of the same day or to any other day.

(2) A motion to adjourn a debate is not open to debate or amendment.

(3) When a debate is adjourned, by motion or by the granting of leave for a Senator to continue the Senator's speech, the resumption of the debate shall be made an order of the day for the next day of sitting without any question being put, unless a motion is agreed to fixing another time for the resumption of the debate.

(4) The Senator on whose motion a debate is adjourned shall be entitled to be first heard on the resumption of the debate.

(5) If a motion for the adjournment of the debate on a question is negatived, the Senator moving the motion may address the Senate at any time during the debate.

(6) A motion for the adjournment of a debate may not be moved by a Senator other than a Minister who has spoken in the debate or who has previously moved the adjournment.

Interruption by adjournment of Senate

202. If a debate is interrupted by an adjournment of the Senate, the debate shall be an order of the day for the next day of sitting.

Infringement of order

203. (1) If a Senator:

- (a) persistently and wilfully obstructs the business of the Senate;
- (b) is guilty of disorderly conduct;
- (c) uses objectionable words, and refuses to withdraw such words;
- (d) persistently and wilfully refuses to conform to the standing orders; or
- (e) persistently and wilfully disregards the authority of the Chair,

the President may report to the Senate that the Senator has committed an offence.

(2) If an offence has been committed by a Senator in a committee of the whole, the Chairman may suspend the proceedings of the committee and report the offence to the President.

(3) A Senator who has been reported as having committed an offence shall attend in the Senator's place and be called upon to make an explanation or apology, and then a motion may be moved that the Senator be suspended from the sitting of the Senate. No amendment, adjournment or debate shall be allowed on such a motion, which shall be immediately put by the President.

Suspension of Senator

204. (1) The suspension of a Senator on the first occasion shall be for the remainder of that day's sitting, on the second occasion for 7 sitting days, and on the third or any subsequent occasion for 14 sitting days, where such suspensions occur within the same calendar year.

(2) A Senator who has been suspended shall not enter the Chamber during the period of the suspension. If a Senator enters the Chamber during the Senator's suspension, the President shall order the Usher of the Black Rod to remove the Senator from the Chamber.

Quarrels between Senators

205. The Senate may intervene to prevent the prosecution of a quarrel between Senators arising out of debates or proceedings of the Senate or of a committee.

Disobedience of orders

206. If a Senator wilfully disobeys an order of the Senate, that Senator may be ordered to attend the Senate and may be taken into custody.

CHAPTER 32

DISPUTED RETURNS

Petitions disputing elections

207. (1) Any question concerning the election, choice or appointment of a Senator which cannot, under the provisions of the Commonwealth Electoral Act, be brought before the

Court of Disputed Returns, may be brought before the Senate by petition.

(2) A petition shall be lodged with the Clerk within 40 days after the certificate of the Governor of the State for which the Senator has been elected, chosen or appointed has been laid on the table.

(3) The sum of \$100 shall be paid to the Clerk at the time the petition is lodged as surety for the payment of costs by the petitioners in case the Senate decides that the petitioners shall pay costs to the respondent.

(4) If these conditions have been complied with, the Clerk shall so certify on the petition, and the President shall lay the petition on the table.

CHAPTER 33

EFFECT AND SUSPENSION OF STANDING ORDERS

Powers, privileges and immunities not affected

208. Except so far as is expressly provided, these standing orders do not restrict the mode in which the Senate may exercise and uphold its powers, privileges, and immunities.

Motion for suspension

209. (1) In cases of urgent necessity, standing or sessional orders of the Senate may be suspended on motion without notice, if the motion is carried by an absolute majority of the whole number of Senators.

(2) When notice has been given of a motion for the suspension of a standing or sessional order, the motion may be carried by a majority of Senators voting.

(3) A motion for the suspension of standing or sessional orders moved during the consideration of a matter must be relevant to that matter.

Effect of suspension

210. The suspension of a standing or sessional order shall be limited in its operation to the particular purpose for which the suspension has been sought.