



**LEGISLATIVE ASSEMBLY**

**STANDING ORDERS AND PROCEDURE COMMITTEE**

**ADOPTION OF NEW SESSIONAL ORDERS**

**REPORT 1/55 – FEBRUARY 2012**

New South Wales Parliamentary Library cataloguing-in-publication data:

**New South Wales. Parliament. Legislative Assembly. Standing Orders and Procedure Committee**

Adoption of new Sessional Orders / Standing Orders and Procedure Committee. [Sydney, NSW] : The Committee, 2012. – [24] p. ; 30 cm. (Report no. 1/55)

Chair: The Hon Shelley Hancock

"February 2012".

ISBN: 9781921686436

1. New South Wales. Parliament. Legislative Assembly—Rules and practice.
2. Parliamentary practice—New South Wales.
3. Legislative bodies—Lower chambers—New South Wales.
  - I. Title.
  - II. Hancock, Shelley.
  - III. Series: New South Wales. Parliament. Legislative Assembly. Standing Orders and Procedure Committee. Report ; no. 1/55

328.944 (DDC22)

# Contents

Membership _____	5
Terms of Reference _____	6
Speaker’s Foreword _____	7
<b>PROPOSED SESSIONAL ORDERS _____</b>	<b>8</b>
Routine of Business _____	8
Bells _____	10
Quorums, restriction on _____	11
Adjournment without motion _____	11
Debates and Speeches, Maximum Time Limits _____	12
Raising Matters of Privilege suddenly arising _____	13
Placing or disposal of business _____	14
Program for General Business Days _____	14
Precedence and lapsing of General Business _____	14
Re-ordering General Business _____	14
Debate on General Business _____	15
Private Members' Statements _____	15
Motions Accorded Priority _____	16
Matters of Public Importance _____	17
Discussion on petitions with 10,000 signatures _____	17
Written Questions _____	18
Giving of Notices of Motions _____	18
Giving more than one notice _____	19
Divisions, restrictions on _____	19
Introduction of Bills _____	20
Committee Reports, Tabling in the House and debate _____	20
<b>APPENDIX ONE – EXTRACTS FROM MINUTES _____</b>	<b>24</b>



# Membership

## CHAIR

The Hon. Shelley Hancock, Speaker

## MEMBERS

The Hon. Richard Amery  
Mr Stuart Ayres  
Mr Michael Daley  
Mr Andrew Fraser  
The Hon. Thomas George  
The Hon. Brad Hazzard  
The Hon. Paul Lynch  
Mr Daryl Maguire  
The Hon. Richard Torbay

## CONTACT DETAILS

Legislative Assembly Standing Orders and Procedure Committee  
Parliament House  
Macquarie Street  
Sydney, NSW 2000

## TELEPHONE

02 9230 2222

## FACSIMILE

02 9230 2333

## E-MAIL

[Ronda.Miller@parliament.nsw.gov.au](mailto:Ronda.Miller@parliament.nsw.gov.au)

## URL

[www.parliament.nsw.gov.au/lastandingordersandprocedure](http://www.parliament.nsw.gov.au/lastandingordersandprocedure)

# Terms of Reference

The committee was established to inquire into and report on matters relating to the standing orders and the procedures of the House and its committees.

# Speaker's Foreword

At a meeting of the Standing Orders and Procedure Committee held on 14 February 2012, the Committee considered a number of proposed new sessional orders.

New sessional orders were required to put into effect a new routine of business for a three day sitting week. The new sitting pattern has provided an opportunity to review how the Standing and Sessional Orders adopted for the 55<sup>th</sup> Parliament have been working in practice, and necessitated adjustments to the time limits for a number of debates to ensure adequate time for all business. New procedures have also been proposed to ensure that all Members are not unduly affected by the reduction in time limits.

The Committee agreed to a new procedure for General Business (Community Recognition Notices) to be adopted formally by the House without amendment or debate. Such notices would be of a congratulatory nature or would recognise important contributions or achievements by people in the community. The new procedure will ensure that this type of General Business Notice will be adopted by the House instead of being listed on the Business Paper and potentially lapsing before being called on.

Accordingly, the Committee is pleased to recommend to the House:

That the sessional orders adopted by the Standing Orders and Procedure Committee on 14 February 2012 be approved by the House.

**Shelley Hancock**  
Speaker

# Proposed Sessional Orders

## **Routine of Business**

That, during the current session, unless otherwise ordered, standing order 97 shall read as follows:

**97.** The House shall conduct its business in the following routine:

### Tuesdays

1. At 12.00 noon the Speaker takes the Chair
2. Giving of Notices of Motions (General Notices)
3. Private Members' Statements
4. At 1.30 p.m. the Speaker leaves the Chair
5. At 2.15 p.m. the Speaker resumes the Chair
6. Ministerial Statements
7. Giving of Notices of Motions (Government Business, Bills, Business with Precedence)
8. Giving of Notices of Motions to be Accorded Priority
9. Question Time
10. Ministerial Statements
11. Papers
12. Committees – Tabling of reports and notification of inquiries
13. Petitions
14. Announcement of Matter of Public Importance
15. Placing or Disposal of Business
16. Motion Accorded Priority
17. Business with Precedence
18. At 4.00 p.m. Business before the House is interrupted for Government Business. Any interrupted business lapses except when the House is considering Business with Precedence which will stand as an order of the day for tomorrow.
19. At 7.00 p.m. Business before the House is interrupted for the Matter of Public Importance. Any interrupted item of Government Business shall stand as an order of the day for tomorrow. If at the time of interruption a division is in progress, that division shall be completed.
20. Private Members' Statements
21. Adjournment at 7.45 p.m. or at the conclusion of Private Members' Statements, if concluded before 7.45 p.m.

### Wednesdays

1. At 10.00 a.m. the Speaker takes the Chair
2. Giving of Notices of Motions (General Notices)
3. Government Business concluding at 1.30 p.m. Any interrupted item of Government Business shall stand as an order of the day for a later hour of the day. If at the time of interruption a division is in progress, that division shall be completed.
4. At 2.15 p.m. the Speaker resumes the Chair



5. Ministerial Statements
6. Giving of Notices of Motions (Government Business, Bills, Business with Precedence, and notices to be the subject of a motion to re-order later in the sitting)
7. Giving of Notices of Motions to be Accorded Priority
8. Question Time
9. Ministerial Statements
10. Papers
11. Committees - Tabling of reports and notification of inquiries
12. Petitions
13. Announcement of Matter of Public Importance
14. Re-ordering of General Business Orders of the Day (for Bills) and General Business (Notices of Motions)
15. Placing or Disposal of Business
16. Motion Accorded Priority
17. Business with Precedence
18. At 4.00 p.m. business before the House is interrupted for Government Business. Any interrupted business lapses except when the House is considering Business with Precedence which will stand as an order of the day for tomorrow.
19. At 6.30 p.m. the Speaker leaves the Chair. Any interrupted item of Government Business shall stand as an order of the day for a later time. If at the time of interruption a division is in progress, that division shall be completed.
20. At 7.00 p.m. the Speaker resumes Chair.
21. Private Members' Statements until 7.30 p.m.
22. Government Business concluding at 9.30 p.m. Any interrupted item of Government Business shall stand as an order of the day for tomorrow. If at the time of interruption a division is in progress, that division shall be completed.
23. Matter of Public Importance
24. Private Members' Statements
25. Adjournment at 10.00 p.m. or at the conclusion of Private Members' Statements, if concluded before 10.00 p.m.

#### Thursday

1. At 10.00 a.m. the Speaker takes the Chair
2. Giving of Notices of Motions (General Notices)
3. General Business Notices of Motions for Bills (concluding not later than 10.30 a.m.). Any interrupted item of business shall be set down as an order of the day for tomorrow with precedence of other General Business Notices of Motions for Bills.
4. General Business Orders of the Day for Bills (concluding not later than 11.30 a.m. or after the expiry of 60 minutes from the commencement of General Business Orders of the Day for Bills if commenced earlier than 10.30 a.m.). Any interrupted item of business shall stand as an order of the day for tomorrow. If at the time of interruption, a division is in progress, that division shall be completed.
5. General Business (Community Recognition Notices) to be dealt with formally by the House.

6. General Business Notices of Motions or Orders of the Day (not being Bills) concluding at 1.00 p.m. Any interrupted business shall stand as an order of the day for tomorrow with precedence of other General Business (not being Bills). If at the time of interruption a division is in progress that division and any other division(s) to determine the matter shall be completed.
7. At 1.00 p.m. consideration of Committee Reports concluding at 1.30 p.m. Any interrupted item of business shall stand as an Order of the Day for tomorrow.
8. At 2.15 p.m. the Speaker resumes the Chair
9. Ministerial Statements
10. Giving of Notices of Motions (Government Business, Bills, Business with Precedence)
11. Question Time
12. Ministerial Statements
13. Papers
14. Committees – Tabling of reports and notification of inquiries
15. Petitions
16. Placing or Disposal of Business
17. Business with Precedence
18. Government Business
19. At 4.30 p.m. business before the House is interrupted for Business of the House – Petitions. Any interrupted item of Business with Precedence or Government Business shall stand as an order of the day for tomorrow. If at the time of interruption a division is in progress, that division shall be completed.
20. Private Members' Statements after which the House shall adjourn without motion until the next sitting day.

## **Bells**

That, during the current session, unless otherwise ordered, standing order 35 shall read as follows:

**35.** The timing for bells is as follows:

### Tuesday:

Bells are rung at 11.45 a.m. for 20 seconds and at 11.58 a.m. for 60 seconds.

### Wednesday:

Bells are rung at 9.45 a.m. for 20 seconds and at 9.58 a.m. for 60 seconds.

### Thursday:

Bells are rung at 9.45 a.m. for 20 seconds and at 9.58 a.m. for 60 seconds.

### After lunch:

Bells are rung at 2.00 p.m. for 20 seconds and at 2.13 p.m. for 60 seconds.

### Division:

First bell 10 seconds, pause 10 seconds; second bell 10 seconds, pause 10 seconds; third bell 20 seconds. The doors are locked four minutes after the bells are first rung.

Quorum:

One long continuous bell (for up to four minutes until a quorum is present in the Chamber).

House adjournment:

Two short bells.

One long bell:

A continuous bell rung at the discretion of the Chair.

### **Quorums, restriction on**

That, during the current session, unless otherwise ordered, standing order 45 shall read as follows:

**45.** Members shall not be permitted to call attention to the want of a quorum:

- (1) During Private Members' Statements;
- (2) During Matters of Public Importance or the Discussion on a Petition signed by 10,000 or more persons;
- (3) During the establishment of and debate on a Motion Accorded Priority; or
- (4) Before 10.30 a.m. on any sitting day.

### **Adjournment without motion**

That, during the current session, unless otherwise ordered, standing order 46 shall read as follows:

**46.** Unless otherwise ordered, the House shall be adjourned without motion moved at 7.45 p.m. on Tuesday, at 10.00 p.m. on Wednesday and at the conclusion of private members' statements on Thursday.

## **Debates and Speeches, Maximum Time Limits**

That, during the current session, unless otherwise ordered, standing order 85 be amended in part as follows:

### **Bills**

#### **Agreement in Principle:**

##### **(i) Introduced by a Minister**

Mover	- unspecified
Leader of the Opposition or one Member deputed, next speaking	- unspecified
Any other Member	- 10 minutes†
Reply	-unspecified

##### **(iii) Introduced by a Private Member**

Mover	-unspecified
Premier or one Minister	
Deputed	- unspecified
Leader of the Opposition or One Member deputed	- unspecified
Any other Member	- 10 minutes†
Reply	- unspecified

#### **Committee, reports from – take note debate (SO 306)**

Chair or Member tabling the Report – 6 minutes  
Any other Member – 4 minutes  
(Question being put after 22 minutes)

#### **Motion Accorded Priority (SO 109)**

Statement establishing priority – 3 minutes  
Debate:  
Mover - 5 minutes  
Member next speaking - 5 minutes  
Two other Members - 3 minutes  
Reply - 3 minutes

#### **General Business notices of motions or orders of the day (not for bills) (SO 107)**

In each debate:  
Mover - 7 minutes  
Member next speaking - 7 minutes  
Four Members - 4 minutes each  
Reply - 4 minutes

#### **Matters of Public Importance (SO 110)**

Mover - 5 minutes  
Member next speaking - 5 minutes  
One other Member - 3 minutes  
Reply - 3 minutes

### **Petitions signed by 10,000 or more persons**

First speaker – 5 minutes

Member next speaking – 5 minutes

Two other Members – 3 minutes each

Total – 16 minutes

### **Private Members' Statements (SO 108)**

Member making statement - 5 minutes

Replies by Ministers - 1 minutes

### **Re-ordering General Business (SO 106)**

Member in charge of the bill or notice of motion – 3 minutes

One other Member – 3 minutes

† A member may request and the Speaker shall put, without debate or amendment, a question that the Member be allowed to continue that speech for a further period of up to 5 minutes.

## **Raising Matters of Privilege suddenly arising**

That, during the current session, unless otherwise ordered, standing order 91 be amended as follows:

### **91.**

- (1) A Member may rise on a matter of contempt or a breach of privilege suddenly arising relating to the proceedings then before the House. In order to move a substantive motion immediately or to request the Speaker to have a notice placed on the Business Paper with precedence, the Member must satisfy the Speaker that:
  - (a) the matter is one suddenly arising, relating to a matter then before the House which should be dealt with at the earliest opportunity;
  - (b) there is a prima facie case; and
  - (c) the Member has a prepared notice of motion.
- (2) When a matter of contempt or a breach of privilege suddenly arising relating to the proceedings then before the House is raised, the business before the House is suspended until the Speaker:
  - (a) determines that there is no matter of contempt or breach of privilege; or
  - (b) defers the matter and either continues or adjourns the business under consideration; or
  - (c) determines that a prima facie case exists and allows a notice of motion to be moved forthwith or have precedence for the next sitting; or
  - (d) takes some other form of action.
- (3) The maximum time available to a Member to satisfy the Speaker in accordance with paragraph (1) of this standing order is 10 minutes. The Speaker may determine the matter prior to the expiration of the 10 minutes.
- (4) If the Speaker determines that a prima facie case exists the Member must move a motion seeking either:

- (a) the declaration of the House that a contempt or breach of privilege has occurred; or
- (b) the referral of the matter by the House to the Standing Committee on Parliamentary Privilege and Ethics for consideration.

### **Placing or disposal of business**

That the sessional order adopted in relation to standing order 100 be repealed thereby reverting to the original standing order.

### **Program for General Business Days**

That the sessional order adopted in relation to standing order 101 be repealed thereby reverting to the original standing order.

### **Precedence and lapsing of General Business**

That, during the current session, unless otherwise ordered, standing order 105 be amended as follows:

#### **105.**

- (1) General Business Notices of Motions and Orders of the Day shall retain their relative places on the Business Paper and be considered in the order in which they are given or set down.
- (2) General Business (Community Recognition Notices) lodged with the Table Office and listed in the Business Paper shall be dealt with formally prior to the commencement of debate on General Business Notices of Motions or Orders of the Day.
- (3) General Business interrupted by the operation of the routine of business shall stand adjourned and be set down as an order of the day for tomorrow with precedence of all other notices and orders, except any General Business Order of the Day or Notice of Motion accorded precedence for that day in accordance with Standing Order 106.

### **Re-ordering General Business**

That, during the current session, unless otherwise ordered, standing order 106 shall read as follows:

**106.** At the re-ordering of General Business Orders of the Day (for Bills) and General Business (Notices of Motions) in the routine of business:

- (1) Any two Private Members may move to re-order an order of the day for a bill of which they have carriage, to give precedence to the resumption of the debate over other orders of the day listed for the following sitting day.
- (2) Any two Private Members may move to re-order a general business notice of motion standing in their name, to give the notice precedence over other notices on the following sitting day.

- (3) The carrying of one motion in (1) or (2) above prevents another Member moving a subsequent motion.
- (4) On a motion for re-ordering, the Member in charge of the bill or notice of motion shall be permitted to make a statement of up to 3 minutes and one other Member may reply for up to 3 minutes.

## **Debate on General Business**

That, during the current session, unless otherwise ordered, standing order 107 shall read as follows:

### **107.**

- (1) At the time listed in the Routine of Business, the Speaker will advise the House which General Business (Community Recognition Notices) given the previous sitting week are to be dealt with formally by the House in globo. The question shall be decided without amendment or debate.
- (2) The House may proceed to a division on the question that the motions be agreed to. The motion may not be separated.
- (3) The House shall then consider General Business Notices of Motions or Orders of the Day (not being Bills).
- (4) In each debate the following time limits shall apply:

Mover	- 7 minutes
Member next speaking	- 7 minutes
Four Members	- 4 minutes each
Reply	- 4 minutes

## **Private Members' Statements**

That, during the current session, unless otherwise ordered, standing order 108 shall read as follows:

### **108.** The procedure for Private Members' Statements is as follows:

- (1) In accordance with the routine of business, the Speaker shall ask if there are any Private Members' Statements.
- (2) Up to 47 Private Members' Statements may be made over any one sitting week, within the time allocated in the routine of business, for up to 5 minutes each and replies by Ministers shall be limited to 1 minute each.
- (3) Private Members' Statements may be taken between items of business with the leave of the House for a specified period or a specified number of Members or until certain business is to be conducted as notified by the Minister in charge of the House at that time.
- (4) A division on any question or quorum call shall not be permitted during Private Members' Statements.
- (5) The House shall adjourn without motion moved until the next sitting day:

- (a) At the conclusion of Private Members' Statements when it is the last item on the day's routine of business and concludes earlier than the time set for adjournment;  
or
- (b) At the time set by the routine of business for adjournment.

## **Motions Accorded Priority**

That, during the current session, unless otherwise ordered, standing order 109 shall read as follows:

**109.** The procedure for consideration of motions accorded priority shall be as follows:

- (1) Prior to Question Time on Tuesday and Wednesday, the Speaker shall ask if there are any written notices of motions to be accorded priority over the other business of the House.
- (2) No more than two notices shall be accepted at any one sitting of the House.
- (3) The notices shall be set down for consideration later in the sitting in accordance with the routine of business.
- (4) (a) The Members giving the notices shall each be permitted to make statements of up to 3 minutes as to why their notice should be accorded priority. No points of order regarding the scope or substance of the notice, or a quorum call will be entertained during the 3 minutes provided for the statement.  
(b) At the conclusion of the 3 minute statements the Speaker shall put the question on the first notice **"That the motion of the Member for ... be accorded priority"**.  
(c) If the motion to accord priority is carried the Member may proceed to move their motion.  
(d) If the first motion to accord priority is not carried, the Speaker will then put the question on the second motion **"That the motion of the Member for ... be accorded priority"**.
- (5) When the motion for priority is determined and the motion is moved, the following time limits shall apply:
 

Mover	- 5 minutes
Member next speaking	- 5 minutes
Other Members (limited to two)	- 3 minutes
Reply	- 3 minutes
Total	- 19 minutes
- (6) No quorum call will be permitted during the time set aside for a Motion Accorded Priority.
- (7) The motion will lapse at the time for interruption unless a division is in progress whereupon that division and any other division(s) to determine the matter shall be completed.



## **Matters of Public Importance**

That, during the current session, unless otherwise ordered, standing order 110 shall read as follows:

**110.** The procedure for matters of public importance within the daily routine of business, is as follows:

- (1) The matter, which must be definite, shall be handed in writing to the Speaker no later than 12.00 noon and immediately published.
- (2) The Speaker, in the event that more than one matter is submitted, shall determine which matter is of the greatest public importance.
- (3) At least 30 minutes prior to the time for Question Time –
  - (a) The Premier, the Leader of the Opposition, the responsible Minister in the House, Members submitting matters and the Independent Members shall be informed in writing by the Speaker of the matter determined by the Speaker to be discussed.
  - (b) The Speaker, by placing a notice on notice boards, shall inform Members of the matter.
- (4) If the Speaker decides that any matter proposed is in order it shall be announced to the House by the Speaker.
- (5) As provided in the routine of business the Speaker shall call the Member concerned to proceed with the matter. The matter cannot be amended.
- (6) The following time limits shall apply:

Member submitting matter	- 5 minutes
Member next speaking	- 5 minutes
One other Member	- 3 minutes
Reply	- 3 minutes
Total	- 16 minutes
- (7) At the conclusion of the discussion no question shall be put.
- (8) There shall be no dissent from the ruling of the Speaker in relation to the operation of this standing order.

## **Discussion on petitions with 10,000 signatures**

That during the current session, unless otherwise ordered, the following sessional order be adopted:

**125A.**

- (1) The subject matter of every petition received by the House and certified by a Member and announced by the Speaker as having been signed by 10,000 or more persons, shall be automatically set down as an Order of the Day for discussion on a future day.
- (2) The Order of the Day shall take place at 4.30 p.m. on the Thursday of the next sitting week.
- (3) Any further petitions received before the first Order of the Day is disposed of shall be set down on succeeding Thursdays in the order in which they are presented.
- (4) The following time limits shall apply:

First speaker	- 5 minutes
Member next speaking	- 5 minutes
Two other Members	- 3 minutes each

Total - 16 minutes

- (5) If a Member does not seek the call when the Order of the Day is called on, the Order of the Day will lapse.
- (6) The Order of the Day cannot be amended and at the conclusion of the discussion no question shall be put.

## Written Questions

That, during the current session, unless otherwise ordered, standing order 132 shall read as follows:

**132.** The procedure for written questions is as follows:

- (1) Questions shall be handed to one of the Clerks-at-the-Table or lodged in the Table Office by 12.00 noon.
- (2) A question containing argument, unbecoming expressions or otherwise not conforming with the practice of the House may:
  - (a) Under the authority of the Speaker, be amended by the Clerk or divided if it contains matters that are not relevant to each other.
  - (b) Be ordered not to be printed by the Speaker or removed from the Questions and Answers Paper.
- (3) The number of questions able to be lodged over one sitting week are:
  - (a) Members – Nine questions per sitting week;
  - (b) Leader of the Opposition – Twelve questions per sitting week.
- (4) Ministers shall lodge answers to written questions within 35 calendar days after the question is first published. On sitting days answers must be submitted by 12.00 noon on the due date, to be published in the next sitting day's paper. Any answers lodged after this time will be published at a subsequent time. Answers must be signed and lodged in hard copy and also electronically.
- (5) If an answer to a written question is not received within 35 calendar days the Speaker, at the next sitting day after the expiry date, shall forthwith inform the House and the Minister shall immediately explain to the House the reason for non-compliance.
- (6) If the Minister, after explanation in the House, has not submitted an answer within 3 sitting days the Speaker shall again inform the House and the Minister shall again be called to explain. The Minister will continue to be called each sitting day until a written answer is submitted.

## Giving of Notices of Motions

That, during the current session, unless otherwise ordered, standing order 133 be amended as follows:

**133.**

- (1) A notice of motion for:
  - (a) A bill;
  - (b) Government Business;

- (c) No confidence in the Government, Minister or Speaker, or censure of Member or Speaker;
- (d) Business with Precedence, (SO 118) with the exception of motions of condolence and the printing of papers; and
- (e) A General Notice to be the subject of a motion for re-ordering must be given verbally at the time prescribed in the routine of business.

(2) Notices of Motions (General Notices):

- (a) May only be given when called for at the time prescribed in the routine of business each day;
- (b) The period for giving Notices of Motion (General Notices) is limited to a maximum of 10 minutes. The Speaker has discretion to allow the giving of notices to exceed this 10 minute period.

(3) General Business (Community Recognition Notices) are to be lodged electronically with the Table Office by 12.00 noon. Such notices must not contain:

- (a) Matters of policy;
- (b) Requests for the Government or the House, or another body to take some form of action or not; or
- (c) Criticisms or negative reflections on any person, including Members, Office Holders, the Government, the Opposition or a third party.

A General Business (Community Recognition Notice) not conforming with this sessional order may be ordered not to be printed by the Speaker, or removed from the Business Paper.

### **Giving more than one notice**

That, during the current session, unless otherwise ordered, standing order 138 be amended as follows:

**138.** Members (except Ministers) may not give more than one notice consecutively, except in the case of notices for disallowance of statutory rules and General Business (Community Recognition Notices).

### **Divisions, restrictions on**

That, during the current session, unless otherwise ordered, standing order 187 shall read as follows:

**187.** The House shall not conduct a division on any question before 10.30 a.m. on days when the House meets at an earlier time, during Private Members' Statements, Matters of Public Importance or the discussion on a petition signed by 10,000 or more persons. If a division is called prior to 10.30 a.m. on such days, the division shall be deferred and conducted at 10.30 a.m. and any business then before the House shall be interrupted and recommenced after the division(s).

## Introduction of Bills

That, during the current session, unless otherwise ordered, standing order 188 shall read as follows:

**188.** The procedure for the introduction and the passage of a bill up to its agreement in principle is as follows:

- (1) The title of a bill must agree with the notice of intention to present it, and every clause must come within the title. It shall not be necessary to specify in the long title every Act which it is proposed to amend.
- (2) A notice of motion shall be given: "**I give notice to introduce the [short title of the bill]**". It is sufficient for the mover to read the short title.
- (3) The motion to introduce the bill may be moved on the same day notice is given and shall include the long title.
- (4) The question "**That this bill be now introduced**" shall be put without debate or amendment.
- (5) The bill as introduced shall correspond with the notice of motion.
- (6) Three copies of the bill shall be handed to the Clerk.
- (7) The bill shall be printed, with an explanatory note if applicable, without motion put.
- (8) The motion "**That this bill be now agreed to in principle**" may be moved forthwith or set down for a later time.
- (9) Immediately following the mover's speech the debate shall be adjourned.
- (10) The mover shall ask the Speaker to fix the resumption of the debate as an Order of the Day for a future day which shall be at least five clear days ahead.
- (11) On the reading of the Order of the Day a motion may be moved "**That this bill be now agreed to in principle**" or "**That the order be postponed**" or, on motion without notice, "**That the order be discharged and the bill be withdrawn**".

## Committee Reports, Tabling in the House and debate

That, during the current session, unless otherwise ordered, standing order 306 shall read as follows:

**306.**

- (1) The report and associated documents of any committee (not being a legislation committee) shall be presented at the time provided in the routine of business, or at any other time with the leave of the House.
- (2) The Member presenting the report may move "**That the document be printed**". This question shall be decided without debate or amendment.
- (3) Reports from committees shall stand in the order in which they are presented (or reported by the Clerk when received during an adjournment) as Orders of the Day "**That the House take note of the Report**".
- (4) Such Orders of the Day may be considered between 1.00 p.m. and 1.30 p.m. on Thursdays. Any interrupted item of business shall stand as an Order of the Day for tomorrow.
- (5) Debate on an Order of the Day may be adjourned and the resumption of the debate set down as an Order of the Day for tomorrow.
- (6) When the Order of the Day is called on and not proceeded with, consideration of the report shall be postponed until the next Thursday sitting when reports are considered. If the Order

of the Day is called on at that subsequent sitting and is not proceeded with, the question shall be put.

- (7) If a committee has more than one report on the Business Paper, the Chair or Member who tabled the report may move a motion without notice, amendment or debate to facilitate the consideration of two or more of the committee's reports together.
- (8) The Member tabling the report may speak for up to 6 minutes and any other Member may speak for up to 4 minutes to the question "**That the House take note of the Report**" with the question being put after 22 minutes. No reply is permitted.

## SUGGESTED LEGISLATIVE ASSEMBLY SITTING DAY SCHEDULE

	TUESDAY		WEDNESDAY		THURSDAY
		10.00 am	Meeting of House	10.00 am	Meeting of House
			Notices of Motions (General Business)		Notices of Motions (General Business)
12.00 noon	Meeting of House		Government Business		Introduction of General Business Notices of Motions for Bills
	Notices of Motions (General Business)			10.30 am	General Business Orders of the Day for Bills
	Private Members' Statements			11.30 am	General Business (Community Recognition Notices) to be dealt with formally
					Debate of General Business Notices of Motions or Orders of the Day (not being Bills)
				1.00 pm	Committee Reports (Take Note Debate)
1.30 pm	Lunch	1.30 pm	Lunch	1.30 pm	Lunch
2.15 pm	Routine of Business and Question Time	2.15 pm	Routine of Business and Question Time (Re-ordering of General Business – Bills and General Notices)	2.15 pm	Routine of Business and Question Time
	Motion Accorded Priority		Motion Accorded Priority		Government Business
At 4.00 pm	Government Business	At 4.00 pm	Government Business		Discussion on petitions signed by 10,000 or more persons
				At 4.30 pm	
			At 6.30 pm	Dinner	
At 7.00 pm	Matter of Public Importance	At 7.00 pm	Private Members' Statements		Adjournment at the conclusion of Private Members' Statements
	Private Members' Statements	At 7.30 pm	Government Business		
7.45 pm	Adjournment at 7.45 pm or at the Conclusion of Private Members' Statements				
		At 9.30 pm	Matter of Public Importance		
			Private Members' Statements		
		At 10.00 pm	Adjournment at 10.00 pm or at the Conclusion of Private Members Statements		



# Appendix One – Extracts from Minutes

**Tuesday 14 February 2012 at 12.00 noon**

Members Present:

The Hon Shelley Hancock (Chair)  
The Hon Richard Amery  
Mr Stuart Ayres  
Mr Michael Daley  
Mr Andrew Fraser  
The Hon Thomas George  
The Hon Brad Hazzard  
The Hon Paul Lynch  
Mr Daryl Maguire  
The Hon Richard Torbay

## **Consideration of proposed sessional orders**

The Committee discussed the proposed sessional orders.

Motion moved by Mr Hazzard, seconded by Mr Fraser that the proposed sessional orders be adopted.

Upon which, Mr Daley moved that the sessional order amending standing order 85 be amended by omitting the following provision in relation to the time limit for Bills:

" Any other Member – 10 minutes†

† A member may request and the Speaker shall put, without debate or amendment, a question that the Member be allowed to continue that speech for a further period of up to 5 minutes."

Question put – That the amendment be agreed to - Question negatived on the voices

Question put – That the proposed sessional orders be agreed to - Carried on the voices.

Question put – That the sessional orders be adopted by the Standing Orders and Procedure Committee on 14 February 2012 be approved by the House

## **Adjournment**

The Committee adjourned at 12.45 pm *sine dine*.

.....

(Speaker)