

## Appendix A Explanation of the Routine of Business

### Tuesdays

The Speaker takes the Chair at 2.15 p.m.

1. PRAYER and ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND
2. GENERAL BUSINESS NOTICES OF MOTIONS AND PRIVATE MEMBERS' STATEMENTS

"Are there any notices of motions for General Business?"

(After all notices for General Business (General Notices) have been given)

"There being no further notices, private members' statements will now be proceeded with. I call the Member for ..."

(Note at the conclusion of each statement a Minister/Parliamentary Secretary may reply)

(Note no question is to be put for private members' statements and no divisions or quorums may be called)

3. THE SPEAKER RESUMES THE CHAIR AT 2.15 P.M.
4. MINISTERIAL STATEMENTS

"Are there any ministerial statements?"

(Note the Leader of the Opposition or depute may respond for the equivalent time)

5. NOTICES OF MOTIONS (other than General Notices)

"Are there any Notices of Motions for Government Business?"

(Ministers usually seek the call in accordance with their seniority)

"Are there any Notices of Motions for private members' bills?"

"Are there any Notices of Motions for business which takes precedence" (S.O. 118)

6. NOTICES OF MOTIONS TO BE ACCORDED PRIORITY

"Are there any notices of motions that Members will seek to be accorded priority over other business before the House?"

(Note—the notices are treated in the same way as other notices of motions—they must be read and an original handed up in writing, signed by the member. No more than two notices can be accepted at any one sitting of the House.)

If two notices are received—"There being two notices the issue of whether a motion will be accorded priority will be determined later in the sitting."

7. QUESTION TIME

"Are there any questions?"

(The first call is given to the Leader of the Opposition and Question Time proceeds for 45 minutes or for the time taken to answer 10 questions whichever is the longer period.)

8. MINISTERIAL STATEMENTS

"Are there any ministerial statements?"

9. PAPERS

"Do Ministers have papers to lay upon the Table?"

(Papers are usually tabled by Ministers in order of their seniority.)

The Speaker and the Clerk also report any papers that have been received outside the House.

10. COMMITTEE REPORTS – TABLING OF REPORTS AND NOTIFICATION OF INQUIRIES

“Are there any referrals or reports from committees?”

11. PETITIONS

(The Clerk will report to the House whether petitions have been received and if so that the details will be published in *Hansard* and in the *Votes and Proceedings*.)

12. ANNOUNCEMENT OF MATTER OF PUBLIC IMPORTANCE

If received by the Speaker before 12.00 noon and if determined by the Speaker to be in order, the Speaker says—

“I have received a matter of public importance under the signature of the member for ... on ....”

“The matter will be considered at a later time.”

The Speaker determines the matter is one of public importance. If more than one, the Speaker determines which one should proceed.

13. PLACING OR DISPOSAL OF BUSINESS

“I shall now go through the business paper to enable members to postpone, withdraw or discharge any business.”

(The Speaker will call over each item in each of the categories of business listed in the business paper to allow members to withdraw or postpone a notice of motion or withdraw, postpone or discharge an order of the day.)

The usual categories are—

Government Business—Notices of Motions

Government Business—Orders of the Day

General Business—Notices of Motions (for Bills)

General Business—Orders of the Day (for Bills)

General Business—Orders of the Day (General Orders)

General Business—Notices of Motions (General Notices)

14. MOTION ACCORDED PRIORITY

If more than one notice has been given—

“I call the member for....to give reasons why the member’s motion should have priority over other business of the House.”

(The member may speak for up to five minutes.)

Repeat if another member has given a notice.

The question is put on the first notice—

“The question is—That the motion of the member for...be accorded priority.”

(If this is agreed to, the member moves the motion, if not the question is proposed for the second notice.)

(If only one notice has been given the House must still decide whether the motion should have priority over other business of the House.)

15. BUSINESS WITH PRECEDENCE

As per the business paper.

Clerk to announce the matter.

16. GOVERNMENT BUSINESS AT 4.30 P.M. (or earlier if other Business is completed)

As per the business paper.

If a notice of motion—call the Clerk to announce the matter.

If an order of the day—call upon the Clerk to announce the next item of business.

17. MATTERS OF PUBLIC IMPORTANCE

Speaker calls the Member who submitted the matter.

The discussion proceeds.

(Note no question is put at the conclusion of the discussion)

18. ADJOURNMENT AT 7.30 P.M. (or at the conclusion of the Matter of Public Importance)

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**Wednesdays**

The Speaker takes the Chair at 10.00 a.m.

1. PRAYER and ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND
2. GENERAL BUSINESS NOTICES OF MOTIONS
3. GOVERNMENT BUSINESS

As per the business paper.

Clerk to announce the matter.

(The Speaker will leave the Chair at 1.30 p.m. for lunch.)

4. At 2.15 p.m.—Speaker takes the Chair.

AS PER ROUTINE FOR TUESDAYS EXCEPT THAT MEMBERS ARE ABLE TO GIVE NOTICE OF ANY MOTIONS THAT WILL BE THE SUBJECT OF A MOTION TO RE-ORDER LATER IN THE SITTING PRIOR TO QUESTION TIME AND MEMBERS ARE AFFORDED AN OPPORTUNITY TO RE-ORDER GENERAL BUSINESS ORDERS OF THE DAY (FOR BILLS) AND GENERAL BUSINESS (NOTICES OF MOTIONS) TO BE ACCORDED PRECEDENCE ON THE NEXT GENERAL BUSINESS DAY AFTER THE ANNOUNCEMENT OF THE MATTER OF PUBLIC IMPORTANCE

“Does any Member wish to move a motion to re-order an Order of the Day for tomorrow for the resumption of the debate on their bill?”

Two private members may seek the call to move that the member’s order of the day be granted precedence on the next General Business Day.

“The question is – That the Order of the Day for the bill standing in the name of the member for... have precedence on ...”

If agreed to, the second motion does not proceed.

“Are there any motions to re-order General Business – Notices of Motions?”

Two private members may seek the call to move that the member’s notice of motion be granted precedence on the next General Business Day.

“The question is – That the Notice of Motion standing in the name of the member for... have precedence on ...”

If agreed to, the second motion does not proceed.

5. PRIVATE MEMBERS’ STATEMENTS AT 5.45 P.M.

(Note no question is to be put for private members’ statements and no divisions or quorums may be called)

6. MATTER OF PUBLIC IMPORTANCE AT 7.00 P.M.

7. ADJOURNMENT AT 7.30 P.M. (or at the conclusion of the Matter of Public Importance)
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**Thursdays**

The Speaker takes the Chair at 10.00 a.m.

1. PRAYER and ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND
2. GENERAL BUSINESS NOTICES OF MOTIONS
3. GOVERNMENT BUSINESS

(until 11.45 a.m.)

As per the business paper.

Clerk to announce the next item of business.

4. GENERAL BUSINESS—NOTICES OF MOTIONS/ORDERS OF THE DAY (NOT FOR BILLS)

(until no later than 1.30 p.m.)

As per the business paper.

Clerk to announce the next item of business.

5. At 2.15 p.m. the Speaker resumes the Chair.

AS PER ROUTINE FOR TUESDAYS EXCEPT THAT GENERAL BUSINESS ORDERS OF THE DAY FOR BILLS ARE CONSIDERED AT 4.30 P.M. AND PRIVATE MEMBERS' STATEMENTS ARE CALLED ON AT 5.30 P.M. OR EARLIER IF OTHER BUSINESS IS COMPLETED

6. ADJOURNMENT AT 6.30 P.M. (or at the conclusion of private members' statements)

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**Fridays**

Speaker takes the Chair at 10.00 a.m.

No quorums may be called and any divisions called are deferred and set down as orders of the day for the next sitting day and determined after questions without notice.

1. PRAYER and ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND
2. NOTICES OF MOTIONS FOR GOVERNMENT BUSINESS AND GENERAL BUSINESS
3. PETITIONS
4. GENERAL BUSINESS – NOTICES OF MOTIONS (FOR BILLS)

(from 10.00 a.m. until [no later than] 10.30 a.m.)

As per the business paper.

Clerk to announce the next item of business.

5. GOVERNMENT BUSINESS – from 10.30 a.m. or earlier if other business completed
6. COMMITTEE REPORTS

As per the business paper (between 1.00 p.m. and 1.30 p.m. or earlier if other business is completed)

“The question is – That the report of the ... be noted”.

7. PRIVATE MEMBERS' STATEMENTS AT 1.30 P.M. or earlier if other business completed
8. ADJOURNMENT

Automatic after private members' statements.