

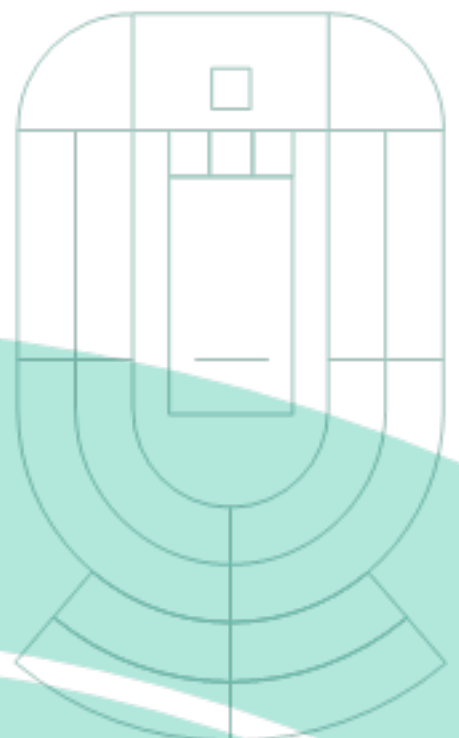
58th Parliament



LEGISLATIVE
ASSEMBLY

Consolidated Standing and Sessional Orders and Resolutions of the House

September 2024



PARLIAMENT OF NEW SOUTH WALES

Legislative Assembly

*Consolidated Standing and
Sessional Orders
and
Resolutions of the House*

58th Parliament, September 2024

Standing Orders - Amendment history

On 21 November 2006 the House agreed to repeal the Standing Orders approved by the Governor on 12 December 1994, with amendments approved on 14 October 1996, and further agreed that the Standing Orders adopted by the Standing Orders and Procedure Committee on 28 September 2006, be approved with effect from the first day of the 54th Parliament commencing in 2007. (VP 21/11/06, p. 390)

On 25 June 2009 the House agreed to amendments to the Standing Orders. The amended Standing Orders were approved by the Governor on 3 July 2009.

On 11 November 2010 the House agreed to amendments to Standing Order 131. The amendments were approved by the Governor on 16 November 2010.

On 15 September 2015 the House agreed to amendments to the Standing Orders. The amended Standing Orders were approved by the Governor on 8 October 2015.

On 23 March 2016 the House agreed to amendments to the Standing Orders. The amended Standing Orders were approved by the Governor on 13 April 2016.

On 24 November 2021 the House agreed to amendments to the Standing Orders. The amended Standing Orders were approved by the Governor on 17 January 2022.

On 17 November 2022 the House agreed to amendments to the Standing Orders. The amended Standing Orders were approved by the Governor on 20 February 2023.

****Dates in the left-hand column throughout this document refer to the date of the most recent approval of that Standing Order, or amendment by Sessional Order. If there is no date against a Standing Order, it has remained in the same form as when first approved by the Governor on 21 February 2007.**

Contents

Chapter 1 General conduct of business	1
Chapter 2 Proceedings on the meeting of Parliament	2
Meeting of new Parliament after a General Election.....	2
Meeting for a new session	3
Address in Reply	3
Presence of the Sovereign.....	3
Chapter 3 Speaker, Deputy Speaker, Assistant Speaker, Temporary Speakers and Officers.....	4
When an election for Speaker takes place	4
The nomination process for the election of the Speaker	4
Procedures for the election of the Speaker	5
Election of Deputy Speaker and Assistant Speaker	6
Absence of or vacancy in the Offices of Speaker, Deputy Speaker, Assistant Speaker and Temporary Speakers	7
Temporary Speakers.....	8
Absence of or vacancy in the Office of the Clerk	8
Chapter 4 Swearing of Members, roll, register, leave of absence	9
Chapter 5 Official records of the House	10
Chapter 6 Meeting and adjournment of the House	11
Days and times of meeting	11
Quorum at time of meeting	12
Prayer and acknowledgement of Country.....	12
Quorum during sitting	12
Adjournment and next meeting	13
Chapter 7 Rules of debate and privilege	15
Order	15
Manner and right of speech	16
Inaugural or valedictory speech	17
Reply	17
Matters not open to debate nor amendment.....	20
Adjournment of debate.....	21
Maximum time limits for debates and speeches	21
Closure.....	25
Allocation of time for debate (guillotine)	25
Privilege or contempt suddenly arising in the House.....	26
Point of order	27

Contents

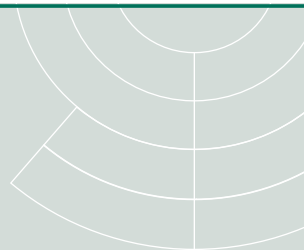
Dissent from Speaker's ruling	28
Leave of the House	28
Chapter 8 Routine of Business	29
Placing or disposal of business	31
Program for General Business Days	32
Government Business.....	32
Ministerial Statements	32
General Business	33
Private Members' Statements.....	33
Community Recognition Statements	34
Public Interest Debates	34
No confidence in the Government.....	36
No confidence in Minister	38
No confidence in the Speaker	39
Censure of a Member.....	40
Censure of the Speaker	41
Disallowance of statutory rules.....	42
Unproclaimed legislation.....	42
Business with Precedence	42
Chapter 9 Petitions.....	43
Chapter 10 Questions seeking information.....	46
Question Time	47
Chapter 11 Notices of motions.....	49
Chapter 12 Motions, Questions, Votes and Resolutions.....	51
Chapter 13 Amendments	53
Chapter 14 Orders of the Day.....	55
Chapter 15 Divisions.....	56
Chapter 16 Bills.....	59
Cognate bills	60
Debate on Second Reading	62
Proceedings after the second reading.....	62
Transmission to Council.....	64
Council proposed amendments to Assembly bills	64
Procedure in the Assembly for Council bills.....	66
Lapsed bills	67
Proceedings after consideration in detail	68

Contents

Presentation for assent	68
Chapter 17 Consideration in detail.....	69
Chapter 18 Financial procedures.....	70
Estimates Committees.....	71
Chapter 19 Messages from the Governor	72
Chapter 20 Disorder	73
Member called to order	73
Member named.....	73
Expulsion.....	74
Chapter 21 Visitors	75
Chapter 22 Papers and documents	76
Chapter 23 Committees	78
General provisions.....	78
Communications between committees	83
Standing committees.....	83
Joint committees	85
Legislation committees.....	86
Chapter 24 Witnesses.....	87
Chapter 25 Messages between the House and the Legislative Council.....	89
Chapter 26 Conferences between the House and the Legislative Council	90
Chapter 27 Balloting.....	92
Chapter 28 Addresses to the Sovereign and to the Governor	93
Chapter 29 Private bills	94
Chapter 30 Standing and Sessional Orders	96
Chapter 31 Parliamentary Secretaries.....	97
Chapter 32 Proceedings of the Legislative Assembly.....	98
Speaker's Guideline - Use of offensive disorderly words, and unparliamentary language	99
Code of Conduct	100
Citizen's Right of Reply	103
Parliamentary Ethics Adviser.....	105
Broadcast Resolution.....	107
Ensuring Procurement Free From Products of Modern Slavery	109
Independent Complaints Officer	110
Index by Standing Order	115
Sitting day schedule (Routine of Business)	154

Chapter 1

General conduct of business



Chapter outline

This chapter contains Standing Order 1, which repeals all previous Standing Orders.

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1. All previous Standing Orders are repealed.
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Chapter 2

Proceedings on the meeting of Parliament

Chapter outline

This chapter concerns the procedures for:

- the first sitting day after a General Election, and
- the first day of a new session.

Meeting of new Parliament after a General Election

2.	Procedure for first day	On the first day of a new Parliament after a General Election the proceedings shall be as follows:
20 February 2023		<ol style="list-style-type: none">(1) Members shall assemble at the time and place specified in the Governor's proclamation calling Parliament together and the Clerk shall read the Proclamation and announce the receipt of writs of election and the list of Members elected.(2) The House shall await a message from the Commissioner(s) appointed by the Governor for the Opening of Parliament.(3) The House shall attend at the place named in the message to hear the commission read. The House shall then return to its own Chamber.(4) The Commissioner(s) appointed by the Governor for administering the pledge or oath to Members shall be announced, and the commission read by the Clerk.(5) The writ of election of each Member, with the return endorsed, shall be produced by the Clerk.(6) Members shall make a pledge of loyalty or oath as prescribed by law and sign the roll.(7) The House shall then elect a Speaker (see SOs 10, 10A and 10B and Constitution Act 1902, section 31B).(8) Until a Speaker is elected, the Clerk shall preside and in any debate shall decide any point of order and determine which Member is entitled to address the House.(9) A Minister may then inform the House when the Governor will summon the House for the hearing of the Governor's reasons for calling the Parliament together. The House may then adjourn to that hour.

Meeting for a new session

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| 3. | Governor's speech or commission read | On the first sitting day of a new session the proceedings shall be as follows: |
| | | (1) Members shall assemble at the time and place specified in the Governor's proclamation and the Clerk shall read the proclamation. |
| | | (2) The Speaker shall read the prayer and acknowledgement of country and the House shall await a message from the Governor summoning the House to hear the Governor's opening speech or the commission read opening the session. |
| | | (3) On receipt of the message the House shall attend at the place appointed. |
| | | (4) Before the speech or commission is reported the House shall conduct some business of a formal nature without notice, in assertion of its rights. |
| | | (5) After hearing the speech or commission read, the Speaker shall report and table the speech or the commission. |

8 October 2015

Address in Reply

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| 4. | Address in Reply moved | An Address in Reply to the Governor's speech may be moved and seconded immediately after the speech is reported and tabled. |
| 5. | Precedence | The debate on the Address in Reply to the Governor's Opening Speech shall take precedence of general business. |
| 6. | Adoption | The Address in Reply may be adopted by the House with or without amendment. |
| 7. | Presentation | The Address in Reply shall be presented to the Governor by the Speaker accompanied by the mover and seconder and other Members of the House at the time communicated to the Speaker by the Governor. |

Presence of the Sovereign

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| 8. | Opening of Parliament | When the Sovereign attends a session, references to the Governor shall be read and construed as references to the Sovereign. |
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Chapter 3

Speaker, Deputy Speaker, Assistant Speaker, Temporary Speakers and Officers

Chapter outline

This chapter concerns:

- procedures for the election of the Speaker, Deputy Speaker and Assistant Speaker,
- procedures for the nomination of Temporary Speakers,
- procedures in the absence of, or vacancies in, the offices of the Speaker, Deputy Speaker, Assistant Speaker and Temporary Speakers, and
- procedures in the absence of or vacancy in the office of the Clerk.

9. Speaker – Role	(1) Following election, the Speaker, when not presiding in accordance with section 31 of the Constitution Act 1902, is not precluded from participating in debate or discussion or from voting on any question.
3 July 2009	(2) The Speaker may, from time to time, issue guidelines in relation to matters not provided for in the Standing Orders.

When an election for Speaker takes place

10. When an election for Speaker takes place	(1) An election for Speaker shall take place at: <ul style="list-style-type: none">(a) the opening of a new Parliament after the Members have been sworn or made an affirmation; or(b) any time when the office of Speaker is vacant. (See SO 16 regarding the conduct of business when a vacancy in the office of Speaker occurs when the House is sitting.)
20 February 2023	(2) The election shall be conducted by the Clerk acting as Chair in the manner provided below in standing orders 10A and 10B.

The nomination process for the election of the Speaker

10A. The nomination process for the election of the Speaker	The nomination process for the election of the Speaker must be in accordance with section 31B of the Constitution Act 1902. In addition, the following procedures must apply: <ul style="list-style-type: none">(1) In the case of the election of the Speaker following a General Election, at least one week before the scheduled sitting all Members will be notified by the Clerk that nominations for the office of Speaker will be called for at the prescribed time (immediately after Members have taken the pledge or oath). A sample copy of the nomination form will be attached to the notification.(2) In the case of the election of the Speaker due to a vacancy arising in the office of the Speaker, the Clerk will notify all Members as soon as practicable that nominations for the office of Speaker will be called for at the start of the next sitting day. A sample copy of the nomination form will be attached to the notification.(3) Nominations must be seconded.
20 February 2023	

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- (4) The Member nominated must accept the nomination by endorsement on the instrument of nomination.
 - (5) At the prescribed time of the first day of sitting or in the case of a vacancy in the office of the Speaker at the commencement of the next sitting day, nominations are to be delivered to the Clerk at the Table in a sealed envelope by the person nominated or by any other Member.
 - (6) The identity of the nominator and seconder are not to be disclosed by the Clerk.
 - (7) The Clerk will ask the House if it is satisfied that reasonable opportunity has been given for the receipt of nominations, and advise that further nominations may not be made between ballots.
 - (8) The Clerk will then declare nominations to be closed.
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Procedures for the election of the Speaker

10B. Procedures for the election of the Speaker

20 February 2023

The process for the election of the Speaker must be in accordance with section 31B of the Constitution Act 1902. In addition, the following procedures apply:

- (1) Until a Speaker is elected, the Clerk shall preside and, in any debate, shall decide any point of order and determine which Member is entitled to address the House.
 - (2) In conducting the election, the Clerk will:
 - (i) announce the number of nominations received.
 - (ii) if there is one valid nomination, declare that Member to be elected.
 - (iii) if there is more than one valid nomination, announce the fact that a ballot will be required.
 - (iv) inquire if any Member wishes to speak to the nominations; any Member may speak for no more than ten minutes each. During debate, a Minister may move at any time without notice 'That the ballot be taken now'. The question is put immediately and without amendment or debate. If the votes are equal, the question is negatived. If the question is carried, or when debate ends, the House proceeds to a ballot.
 - (v) have ballot papers prepared and initialled.
 - (vi) order that the bells be rung as prescribed for the taking of a ballot.
 - (vii) call each Member by order of electorate, with Members proceeding to the Table to collect a ballot paper. The names of Members issued with ballot papers will be crossed off a list.
 - (3) After collecting a ballot paper, Members will cast their vote in secret at the Table. Members will place their ballot paper in the locked ballot box on the Table, before returning to their seat.
 - (4) When all Members present have been called, received a ballot paper, voted and placed a ballot paper in the ballot box the Clerk will ask if any Member has not voted and desires to do so. The Clerk will then ask the House if there is any objection to declaring the ballot closed.
 - (5) The Clerk will then declare the ballot closed.
 - (6) The votes will be counted by the Clerks.
 - (7) The Clerk will report the result of the ballot and declare a Member to be elected or the House will proceed to further ballots or, if necessary, the Clerk will determine the question by lot, in accordance with s. 31B of the Constitution Act.
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		(8) At no time during these proceedings will the Chamber be locked or the sitting suspended.
11.	Procedure after election of Speaker 20 February 2023	<p>After election:</p> <p>(1) The elected Member shall be conducted to the Speaker's rostrum by two Members.</p> <p>(2) Having been so conducted the Member elected makes acknowledgement to the House for the honour conferred and takes the Chair as Speaker. The Mace shall be taken from under the Table, and placed on the Table.</p> <p>(3) After the House congratulates the Speaker, a Minister shall inform the House where and at what time the Governor will receive the House for the purpose of presenting the Speaker.</p> <p>(4) At the stated time the sitting may be adjourned or suspended and the House shall proceed, with any Members then present, to be received by the Governor.</p> <p><i>If the election occurs at the meeting of a new Parliament after a General Election</i></p> <p>(5) At such presentation the Speaker shall, in the name and on behalf of the House, lay claim to its undoubted rights and privileges.</p> <p>(6) On return the Speaker shall report the making of the claim.</p> <p><i>If the election occurs during the parliamentary term</i></p> <p>(7) A new Speaker filling a vacancy occurring during the currency of a Parliament does not lay claim to the privileges of the House.</p>

Election of Deputy Speaker and Assistant Speaker

12.	When Deputy Speaker and Assistant Speaker elected	The Deputy Speaker and an Assistant Speaker shall be elected on the first sitting day of a new Parliament or whenever either office becomes vacant.
13.	Procedure for election of Deputy Speaker	<p>The procedure for the election of the Deputy Speaker shall be as follows:</p> <p>(1) A motion shall be moved and seconded without notice that a Member be appointed Deputy Speaker.</p> <p>(2) The Speaker shall then ask if there is any further nomination, and if there is not, shall say that the time for motions has expired.</p> <p>(3) The Speaker shall, without motion put, declare the Member named in the motion to have been appointed Deputy Speaker.</p> <p>(4) If more than one motion for appointment is moved and seconded, the Speaker shall, after each subsequent motion, ask if there is any further motion, and if there is not, shall say that the time for motions has expired.</p> <p>(5) When there are no further motions debate may ensue.</p> <p>(6) No Member may speak for more than 5 minutes.</p> <p>(7) The closure may be moved on this question.</p>

	(8) Before putting the question on the closure the Speaker shall ask whether there are any further motions. Such motions will be received, no debate being allowed.
	(9) If the question on the closure is carried the necessary questions shall be put in the order in which they have been moved.
14.	The procedure for the election of the Assistant Speaker shall be the same as the procedure for the election of the Deputy Speaker.

Absence of or vacancy in the Offices of Speaker, Deputy Speaker, Assistant Speaker and Temporary Speakers

15.	Absence of the Speaker, Deputy Speaker and Assistant Speaker	<p>(1) In the absence of the Speaker on a day when the House is sitting the Deputy Speaker shall perform the duties of the Speaker.</p> <p>(2) In the absence of both the Speaker and the Deputy Speaker on a day when the House is sitting the Assistant Speaker shall perform the duties of the Speaker.</p> <p>(3) In the absence of the Speaker, Deputy Speaker and Assistant Speaker on a day when the House is sitting, a Temporary Speaker shall perform the duties of the Speaker.</p>
8 October 2015		
16.	Vacancy in the Speakership	<p>If a vacancy occurs in the office of the Speaker:</p> <p>(1) When the House is sitting the Clerk shall inform the House and the Deputy Speaker shall perform the duties of the Speaker until the election of a new Speaker which shall take precedence of all other business on the next sitting day.</p> <p>(2) When the House is not sitting a new Speaker shall be elected on the next sitting day and such election shall take precedence of all other business.</p>
17.	Vacancy in the office of Deputy Speaker or Assistant Speaker	If a vacancy occurs in the office of Deputy Speaker or Assistant Speaker, the House, on being informed by the Speaker, shall proceed to the election of a new Deputy Speaker or Assistant Speaker.
18.	Absence of Speaker, Deputy Speaker, Assistant Speaker and Temporary Speakers during session	<p>If the Speaker, Deputy Speaker, Assistant Speaker and Temporary Speakers are all absent on a day when the House is sitting, the Clerk shall inform the House which shall, upon motion without notice, before any further business is conducted, proceed to the election of an Acting Speaker and:</p> <p>(1) The Clerk shall preside for the election of an Acting Speaker in the same manner as for the election of Deputy Speaker.</p> <p>(2) The Members present, if a quorum, may elect an Acting Speaker who shall perform the duties of the Speaker.</p> <p>(3) If the House does not proceed to an election the matter shall stand adjourned until the next sitting day or if a sitting day has not been set, a date set by the Government, when the election of an Acting Speaker, if still necessary, shall take precedence of all other business.</p>
3 July 2009		

Temporary Speakers

19.	Nomination by Speaker	The Speaker shall nominate, at the commencement of each Parliament, not more than 5 Members as Temporary Speakers who, in the absence of the Deputy Speaker and Assistant Speaker, may exercise the powers and duties of the Speaker, and who shall be referred to whilst in the Chair as Temporary Speaker.
8 October 2015		
20.	Revocation of nomination	The Speaker may at any time revoke the nomination of a Member as a Temporary Speaker and nominate another Member.
21.	Takes Chair when requested	The Deputy Speaker, Assistant Speaker or a Temporary Speaker shall take or vacate the Chair when requested to do so by the Speaker during a sitting.

Absence of or vacancy in the Office of the Clerk

22.	Clerk's absence or vacancy	In the absence of or in the event of a vacancy in the Office of the Clerk, the Clerk's powers and functions shall be exercised by the officer next in seniority.
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Chapter 4

Swearing of Members, roll, register, leave of absence

Chapter outline

This chapter concerns procedures not dealt with on the first day including:

- the swearing in of Members not present on the first day,
- the roll of Members and the register of Members,
- the attendance of Members in the Chamber and on committees to which they are appointed, and
- the procedures for being granted a leave of absence.

23.	Pledge or oath other than on first sitting day	(1) Any Member not present on the first day of a new Parliament shall, at a subsequent sitting make the pledge of loyalty or oath as prescribed in law and sign the roll. (2) A Member returned at a by-election may be escorted into the Chamber by Members and shall make the pledge of loyalty or oath and sign the roll.
8 October 2015		
24.	Roll of Members	The Clerk shall keep a roll which shall show the names of Members, their dates of election, the dates of signing the roll and the dates of cessation of service and the reasons.
25.	Register of Members	At the commencement of each session, or on taking a seat, and within 14 days of any change, Members shall notify the Clerk of their residential and official address which shall be kept in a register by the Clerk.
26.	Front bench for Ministers	During Question Time the front bench to the right of the Speaker shall be reserved for Ministers.
27.	Attendance of Members	Every Member is bound to attend the service of the House and any committee to which they are appointed unless granted leave of absence by the House.
28.	Leave of absence	A motion may be moved at any time, without notice, amendment or debate, for a Member to be granted leave of absence. Such motion shall state the cause and the period, not exceeding the remainder of the current session.
29.	Leave of absence forfeited	Leave of absence shall be forfeited if the Member attends the service of the House or any committee before the expiry of the period of leave.

Chapter 5

Official records of the House

Chapter outline

This chapter concerns the keeping of official records of the House by the Clerk.

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| 30. Votes and Proceedings | The Clerk shall record as the Votes and Proceedings: <ul style="list-style-type: none">(1) The attendance of Members, including any leave of absence;(2) All votes;(3) Division lists;(4) Petitions received;(5) Proceedings in the House; and(6) Reports and other papers received and required to be tabled. Unless objection is taken within 3 sitting days the Votes and Proceedings shall be signed by the Speaker and the Clerk. |
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| 31. House Papers | (1) The Clerk shall, after each sitting day, publish: <ul style="list-style-type: none">(a) The Votes and Proceedings.(b) A Business Paper containing Notices of Motions and Orders of the Day.(c) A Questions and Answers Paper. |
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- 3 July 2009
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| | (2) During any adjournment of the House for two weeks or more a Questions and Answers Paper will be published from time to time containing answers received. |
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| 32. Statutory rules | The Clerk shall publish a report of statutory rules listing the date gazetted, when laid upon the Table and the latest sitting day upon which a notice of disallowance may be given. |
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| 33. Custody of records | The Clerk shall have custody of all official records of the House and all papers tabled. Such papers shall not be taken from the Department of the Legislative Assembly without the permission of the Speaker. |
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Chapter 6

Meeting and adjournment of the House

Chapter outline

This chapter concerns the meeting and adjournment of the House, including:

- the timing for the ringing of the bells,
- quorum rules,
- the acknowledgement of Country and prayer, and
- the procedures for the recall of the House.

Days and times of meeting

34.	Days and times of meetings	The House may appoint, on the motion of a Minister at any time, without notice, the day(s) and the time(s) of meeting and adjournment.
35.	Bells	The timing for bells is as follows: <u>Tuesdays</u> Bells are rung at 11.45 a.m. for 20 seconds and at 11.58 a.m. for 60 seconds. <u>Wednesdays</u> Bells are rung at 9.45 a.m. for 20 seconds and at 9.58 a.m. for 60 seconds. <u>Thursdays</u> Bells are rung at 9.45 a.m. for 20 seconds and at 9.58 a.m. for 60 seconds. <u>After lunch</u> Bells are rung at 2.15 p.m. for 20 seconds and at 2.28 p.m. for 60 seconds. <u>Division</u> One continuous bell for four minutes. <u>Quorum</u> One long continuous bell (for up to four minutes until a quorum is present in the Chamber). <u>House adjournment</u> Two short bells. <u>One long bell</u> A continuous bell rung at the discretion of the Chair.
36.	Speaker takes the Chair	The Speaker shall take the Chair at the time appointed on every day fixed for meeting.

Quorum at time of meeting

37. Quorum	The quorum necessary to constitute a meeting of the Assembly shall be at least 20 Members exclusive of the Member presiding (section 32, Constitution Act 1902).
3 July 2009	
38. Absence of quorum	<p>When a quorum is not present at the commencement of the sitting:</p> <ol style="list-style-type: none">(1) The bells shall be rung for 4 minutes.(2) If a quorum is then not formed after that time the Speaker shall adjourn the House until the next sitting day and the names of the Members present shall be entered in the Votes and Proceedings.(3) If the next sitting day has not been appointed, the House shall adjourn to the next succeeding business day.

Prayer and acknowledgement of Country

39. Prayer and acknowledgement of Country	<ol style="list-style-type: none">(1) The Speaker or the Clerk shall read the following prayer after the Speaker takes the Chair each day. “Almighty God, we ask for your blessing upon this Parliament. Direct and prosper our deliberations to the true welfare of Australia and the people of New South Wales. Amen.”(2) The Speaker or the Clerk shall read the following acknowledgement of Country after reading the prayer each day: “We acknowledge the Traditional Owners, the Gadigal People of the Eora Nation. We also acknowledge the Traditional Owners of the lands we represent and thank them for their custodianship of Country.”
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Quorum during sitting

40. Resumption of sitting without quorum	If during a sitting, the Speaker leaves the Chair until an appointed time or until the ringing of one long bell, the House may recommence its business at that time even if there is not a quorum present.
41. Absence of quorum and subsequent count-out	<p>If a Member states that a quorum is not present in the House:</p> <ol style="list-style-type: none">(1) The Speaker shall count the House.(2) If a quorum is not present the bells shall be rung for 4 minutes.(3) If after that time a quorum has not been formed, the names of the Members present shall be recorded in the Votes and Proceedings and the Speaker shall set down any business then before the House as an Order of the Day for a later time and adjourn the House until the next sitting day.(4) If the next sitting day has not been appointed, the House shall adjourn to the next succeeding business day.

42.	Chair's discretion on further quorum	The Speaker has discretion to proceed with business or order that the bells be rung on a second or any subsequent quorum call on any one sitting day.
	8 October 2015	
43.	No quorum in division	If the tellers of a division report there is no quorum, the Speaker shall adjourn the House until the next sitting day. If the next sitting day has not been appointed, the House shall adjourn to the next succeeding business day.
44.	Disorder on call of quorum	It is disorderly for any Member: <ul style="list-style-type: none"> (1) To call attention to the absence of a quorum when a quorum is present. (2) To leave the Chamber after attention has been called to the absence of a quorum.
45.	Restriction on quorum calls	Members shall not be permitted to call attention to the want of a quorum: <ul style="list-style-type: none"> (1) During Private Members' Statements or Community Recognition Statements; (2) During debate on a Petition signed by 10,000 or more persons; (3) During the take note debate on reports from committees; or (4) Before 10.30 a.m. on any sitting day.
	Standing Order amended by Sessional Order on 9 May 2023	

Adjournment and next meeting

46.	Adjournment without motion	<ul style="list-style-type: none"> (1) Unless otherwise ordered, the House shall be adjourned without motion moved at the conclusion of Private Members' Statements. (2) A Minister may at any time move without notice a motion for the adjournment of the House.
	17 January 2022	
	Standing Order amended by Sessional Order on 9 May 2023	
47.	Recall of House by Government	The Government, in the public interest, may in writing to the Speaker or, in the absence of the Speaker, the Deputy Speaker, request the House meet at an earlier time than set down on adjournment. If satisfied, the Speaker shall: <ul style="list-style-type: none"> (1) Fix a day and time and (2) Communicate the day and time to all Members.
47A.	Postponing meeting times	<ul style="list-style-type: none"> (1) When the House is not sitting the Government, in the public interest, may in writing to the Speaker or, in the absence of the Speaker, the Deputy Speaker, request an alternative day or hour for the next meeting of the House. If satisfied, the Speaker shall: <ul style="list-style-type: none"> (a) Fix a day and time; and (b) Communicate the day and time to all Members. (2) The Speaker's notification to each Member may be by electronic means. (3) This Sessional Order operates for the remainder of this session.
	Sessional Order adopted on 9 May 2023	
48.	Recall of House by absolute	An absolute majority of Members may in writing to the Speaker, or in the absence of the Speaker the Deputy Speaker, request the House meet at an earlier time than set down on adjournment. The Speaker shall:

**majority of
Members**

- (1) Fix a day and time within 10 days of the receipt of the request.
 - (2) Communicate the day and time to all Members.
 - (3) Accept an advice from the Leader of a recognised Party as a request on behalf of all its Members.
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Chapter 7

Rules of debate and privilege

Chapter outline

This chapter concerns the rules of debate and maintaining order in the Chamber, and procedures related to raising matters of privilege.

Order

49.	Speaker maintains order	The Speaker shall maintain order in the House.
49A.	Speaker has discretion to pause the timing clock	The Speaker has discretion at any time to pause the timing clock to maintain order in the House.
17 January 2022		
50.	Members silent when Speaker rises	When the Speaker rises Members shall be seated and be silent.
51.	Members silent when question put	When the Speaker is putting a question Members shall be silent and shall not leave or cross the Chamber.
52.	No noise or interruption of debate	When a Member is speaking other Members shall not converse or make any noise or disturbance.
53.	No Member to pass between Chair	Members shall not pass between the Chair and the Table or between the Chair and the Member speaking.

54.	Members to be seated	Members shall be seated unless entering, leaving or moving to any other part of the Chamber during debate and shall not stand in any of the passage ways.
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Manner and right of speech

55.	Member must seek call	A Member wishing to speak will not be recognised by the Speaker unless the Member rises and seeks the call. After being recognised the Member may then speak at the Table or from their seat.
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56.	Illness or disability	A Member unable to stand because of illness or disability may speak while seated with the leave of the Speaker.
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57.	Motion “That Member be now heard”	A Member may move without notice that a Member who has risen but not received the call “ That the Member for be now heard ”. The question shall be decided without debate or amendment.
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58.	Motion “That Member be not further heard”	A Member may move without notice in regard to a Member who is speaking “ That the Member for be not further heard ”. The question shall be decided without debate or amendment.
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59.	Irrelevance or tedious repetition	The Speaker may direct a Member to discontinue a speech if the Member persists in irrelevance or tedious repetition.
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60.	Motion “That Member be further heard”	A Member, having been called to cease speaking, or any other Member, may require the Speaker to put the question, “ That the Member for be further heard ”. The question shall be decided without debate or amendment.
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61.	Member may speak	<p>A Member may only speak:</p> <ol style="list-style-type: none"> (1) To a question or proceeding before the House which is open to debate or discussion. (2) When moving a motion. (3) When moving an amendment. (4) When rising to a point of order or privilege. (5) To make a personal explanation. (6) In explanation.
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| 62. Personal explanation | A Member may, when there is no question before the Chair and with the leave of the Speaker, explain a matter of a personal nature. A personal explanation shall not be debated and leave may be withdrawn by the Speaker at any time. |
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3 July 2009

Inaugural or valedictory speech

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| 63. Inaugural or valedictory speech | (1) A motion may be moved without notice, amendment or debate for the business to be interrupted at a specified time (but not so as to interrupt a Member speaking) to permit a Member to make an inaugural speech or a valedictory speech without a question being before the House. Any interrupted business shall be resumed on the completion of the speech. |
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- 17 January 2022
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| | (2) The time limit for inaugural speeches or valedictory speeches will be 20 minutes. |
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| 64. Member to speak once | A Member may only speak once to a question, except:
(1) The Member in charge of the Order of the Day when the order is read.
(2) In explanation.
(3) In reply.
(4) During consideration in detail of any matter. |
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| 65. Member briefly heard in explanation | A Member, having concluded a speech, may be briefly heard again to explain a material part of their speech which has been misquoted or misunderstood but cannot:
(1) Interrupt another Member who is speaking.
(2) Introduce any new matter.
(3) Debate the matter.
(4) Be heard after the determination of the question before the Chair. |
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Reply

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| 66. Reply | A Member may speak in reply if the Member has moved:
(1) a substantive motion or
(2) a motion “That this bill be now read a second time” or
(3) a motion “That this bill be now read a third time” . |
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- 17 January 2022
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| 67. Subject of reply | The subject matter of a reply is confined to matters raised during the debate. |
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| 68. Reply closes debate | The reply of the mover of the original motion closes the debate. |
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| 69. No Member to speak after question put | A Member may not speak to a question after the Speaker has put the question. |
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70.	Quotation from Hansard or newspapers	<p>A Member may only refer to or quote from a debate or proceeding of the current session in either House or newspaper report of such debate or proceeding if the reference or quotation is brief and:</p> <ol style="list-style-type: none"> (1) Relevant to the matter under discussion or (2) The subject of a personal explanation.
71.	Reflection on votes of the House	A Member shall not reflect on a previous decision of the House unless debating the rescission of such a vote.
72.	Offensive words not to be used	<p>A Member shall not use offensive words against:</p> <ol style="list-style-type: none"> (1) The Sovereign or the Governor. (2) Either House or its Members. (3) A member of the judiciary. (4) A statute, unless moving for its repeal.
73.	Reflection on Members by substantive motion only	Imputations of improper motives and personal reflections on Members of either House are disorderly other than by substantive motion.
74.	Quarrels not permitted Speaker's Guideline issued on 19 September 2024	<p>The Speaker may intervene:</p> <ol style="list-style-type: none"> (1) When offensive or disorderly words are used by a Member. (2) To prevent a quarrel between Members arising out of debates or proceedings in the House.
75.	No Member to be referred to by name	A Member shall refer to other Members by their title of office or by the name of their electorate.
76.	Relevancy	A Member speaking shall be relevant to the subject matter of the debate.
77.	Anticipation	A Member shall not anticipate discussion of any matter which is on the Business Paper. In determining whether discussion anticipates debate the Speaker shall have regard to the probability of the matter being debated by the House within a reasonable period and the most effective means for it to be raised.
78.	Requirement for question to be stated	A Member may require the question to be stated by the Speaker during the debate without interrupting the Member speaking.

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| 79. Interruptions not allowed – exceptions | A Member may only interrupt another Member to: <ul style="list-style-type: none">(1) Raise a matter of privilege or contempt suddenly arising.(2) Call attention to a point of order.(3) Call attention to the want of a quorum.(4) Call attention to the presence of visitors.(5) Move a closure motion.(6) Move “That the Member for be now heard.”(7) Move “That the Member for be not further heard.” |
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Matters not open to debate nor amendment

<p>80. Matters not open to debate nor amendment</p>	<p>The following matters are not open to debate nor amendment:</p> <ol style="list-style-type: none"> (1) Adjournment of debate. (2) Adjournment of the House. (3) Extension of time. (4) Leave of the House. (5) Motion that a Member be suspended. (6) Motion that a Message be sent to the Legislative Council. (7) Motion that leave of absence be granted. (8) To withdraw or postpone an order of the day. (9) Personal explanation. (10) "That inspection of the paper be restricted to members only and that no copies or extracts thereof be permitted". (11) "That visitors be ordered to withdraw". (12) "That the bill be considered an urgent bill". (13) "That this bill be read at a later time". (14) "That the Order of the Day be discharged and the bill be withdrawn". (15) "That the Committee report be printed". (16) "That the Member for ... be further heard". (17) "That the Member for ... be not further heard". (18) "That the Member for ... be now heard." (19) "That the petition not be received". (20) "That the question be put as separate questions". (21) "That the question be now put". (22) "That the question be not now put". (23) "That the Member's speaking time be extended". (24) Motion to permit a Member to make an inaugural or valedictory speech.
<p>8 October 2015</p> <p>Standing Order amended by Sessional Order on 9 May 2023</p>	
<p>81. Abuse of forms of House</p>	<p>The Speaker shall not receive a second time in a sitting, any question which is not open to debate or amendment if, in the Speaker's opinion, it would amount to an abuse of the orders or forms of the House, or is moved for the purpose of obstructing business.</p>

Adjournment of debate

82.	Adjournment of debate	A motion for the adjournment of a debate may only be moved by a Member who has not spoken to the question.
83.	Resumption of adjourned debate	The resumption of the debate may be set down for a later hour of the same day, tomorrow or a future day by the Speaker, on request of the Member in charge of the matter. In the absence of the Member in charge of the matter, the Speaker shall set down the resumption of the debate as an order of the day for a later time.
84.	Mover of adjournment if negatived, held to have spoken	A Member whose motion for the adjournment of a debate is negatived cannot speak later in that debate.

Maximum time limits for debates and speeches

85.

Maximum time limits

The following maximum time limits shall apply for debates and speeches:

Address in Reply (SO 5)

Premier

Leader of the Opposition

Mover

Any other Member

Reply

- unspecified

- unspecified

- 15 minutes†

- 15 minutes†

- 15 minutes†

Bills (SO 188-239)

Second Reading:

(i) Introduced by a Minister

Mover

Leader of the Opposition or one Member deputed, next speaking

Any other Member

Reply

- unspecified

- unspecified

- 10 minutes†

- unspecified

(ii) Appropriation Bill

Mover

Party Leaders

Any other Member

Reply

- unspecified

- unspecified

- 15 minutes†

- unspecified

(iii) Introduced by a Private Member

Mover

Premier or one Minister deputed

Leader of the Opposition or one Member deputed

Any other Member

- unspecified

- unspecified

- unspecified

- 10 minutes†

Reply	- unspecified
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Consideration in detail of bill or other matter (SO 240-242)

Minister	- unspecified number of periods limited to 15 minutes each
Leader of the Opposition or one Member deputed	- unspecified number of periods limited to 15 minutes each
Any other Member	- three periods each on any one question not exceeding 5 minutes each.

Bill be now read a third time after consideration in detail (SO 217)

All Members	- 10 minutes†
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Committees, 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)

Community Recognition Statements (SO 108A)

Member making statement	- 1 minute each.
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Days and times of meeting (SO 34)

Mover	- 5 minutes
Three other Members	- 5 minutes
Reply	- 5 minutes

Public Interest Debate (SO 109)

Mover	- 7 minutes
Six other Members	- 5 minutes
Reply	- 3 minutes

Debates not otherwise provided for

All Members	- 20 minutes*
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Expulsion of a Member (SO 254)

Mover	- 30 minutes*
Member next speaking	- 30 minutes*
Any other Member	- 20 minutes*
Member in response	- 20 minutes*
Reply	- 20 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

Inaugural Speech or Valedictory Speech (SO 63)

Member making inaugural speech or valedictory speech	- 20 minutes
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No confidence in the Government (SO 111)

Mover	- unspecified
Party Leader	- unspecified
Any other Member	- 30 minutes
Premier in response	- 45 minutes
Reply	- 45 minutes

No confidence in a Minister (SO 112)

Mover	- unspecified
Minister named	- unspecified
Any other Member	- 20 minutes
Response by Minister	- 30 Minutes
Reply	- 30 minutes

No confidence in Speaker (SO 113)

Mover	- unspecified
Member leading debate in opposition to the motion	- unspecified
Any other Member	- 20 minutes
Response by Member leading debate in opposition to the motion	- 30 minutes
Mover in reply	- 30 minutes

Censure of Member (SO 114)

Mover	- 15 minutes
Member named	- 15 minutes
Four other Members	- 5 minutes
Response by Member	- 10 minutes
Mover in reply	- 10 minutes

Censure of Speaker (SO 115)

Mover	- 15 minutes
Member leading debate in opposition to the motion	- 15 minutes
Four other Members	- 5 minutes
Response by Member leading debate in opposition to the motion	- 10 minutes
Mover in reply	- 10 minutes

Papers, printing of (SO 266)

All Members, including reply	- 3 minutes
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(The Speaker may call the Minister in reply if debate exceeds 30 minutes)

Petitions signed by 10,000 or more persons (SO 125A)

First Speaker	- 5 minutes
Four other Members	- 5 minutes each
Response by Minister	- 3 minutes
First speaker in reply	- 2 minutes
Total	- 30 minutes

Private Members' Statements (SO 108)

Member making statement	- 5 minutes
Replies by Ministers	- 1 minute

Privilege/Contempt (suddenly arising in House) (SO 91)

The Member may speak for 10 minutes to establish a prima facie case

Proceedings after consideration in detail

All Members	- 20 minutes*
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Re-ordering General Business (SO 106)

Member in charge of the bill	- 3 minutes
One other Member	- 3 minutes

Speaker, Deputy Speaker and Assistant Speaker, election of (SO 10, 13 and 14)

All Members	- 10 minutes
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Speaker's ruling, dissent (SO 95)

All Members, including reply	- 10 minutes
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(The Speaker may call on Member to reply if debate exceeds 30 minutes)

Statutory Rules, disallowance (SO 116)

All Members, including reply	- 10 minutes
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(The Speaker may call on Member to reply if debate exceeds 30 minutes)

Suspension of Standing Orders (SO 365)

Mover	- 5 minutes
One other Member	- 5 minutes
Reply	- 5 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 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.

Closure

86.	Motion “That the question be put” 17 January 2022 Standing Order amended by Sessional Order on 9 May 2023	A motion may be made by any Member, “That the question be now put”. Such motion: (1) May be moved whilst another Member is addressing the House; (2) Shall be put forthwith and decided without amendment or debate; (3) Must be carried by at least 30 Members in the affirmative; and (4) May not be moved before 10.30 a.m. on any day when the House meets at an earlier time.
87.	Closure – right of reply	Whenever the closure is carried on a motion, the mover of the original motion, if entitled to a reply, shall be permitted to speak for up to 30 minutes or a lesser time if specified.
88.	Limitation of application	The carrying of the closure only affects the last question proposed to the House.
89.	Closure – consequential divisions	When the House has carried the question “ That the question be now put ” and any reply has been made, the Speaker shall then put any questions that are consequential on the carriage of the closure motion.

Allocation of time for debate (guillotine)

90.	Closure – allocation of time for discussion 17 January 2022	<p>The Premier, or a Minister acting on the Premier’s behalf, may at any time state in the House the intention of the Government to deal with any business to a certain stage at a specified time at the next or a subsequent sitting.</p> <p>Written notification must subsequently be given to the Speaker and the Party Leaders and the notice shall be published in the Business Paper.</p> <p>To give effect to the notification a Member shall move at the specified time on the date given or at a later time at the same sitting the motion “That the question be now put”.</p> <p>The carrying of this question is an instruction to the Speaker to put to the vote every question necessary to give effect to the notification. No further debate, amendment or reply is permitted.</p> <p>After the carrying of the closure, the Speaker shall put to the vote any amendments proposed by a Minister provided that the amendments were lodged with the Clerk and printed and circulated by the Clerk at least 2 hours before the specified time.</p> <p>The closure may not be moved on any question contained in a notification of allocation of time under this Standing Order.</p> <p>If the closure under this Standing Order is agreed to during the second reading stage and there have been no Minister’s amendments circulated, the Speaker shall forthwith put to the vote the third reading of the Bill.</p>
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Privilege or contempt suddenly arising in the House

<p>91. Speaking to privilege</p>	<p>(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:</p> <ul style="list-style-type: none"> (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 prepared a notice of motion. <p>(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:</p> <ul style="list-style-type: none"> (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 to have precedence for the next sitting; or (d) takes some other form of action. <p>(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.</p> <p>(4) If the Speaker determines that a prima facie case exists the Member must move a motion seeking either:</p> <ul style="list-style-type: none"> (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.
<p>8 October 2015</p>	
<p>Standing Order amended by Sessional Order on 9 May 2023</p>	
<p>92. Matters of privilege not suddenly arising</p>	<p>Except as provided in Standing Order 91 and in paragraph (5) of this Standing Order, a matter of privilege or contempt shall be brought before the House as follows:</p> <ul style="list-style-type: none"> (1) A Member desiring to raise a matter of privilege or contempt must inform the Speaker of the details in writing. (2) The Speaker must consider the matter within 14 days and decide whether a motion to refer the matter to the Standing Committee on Parliamentary Privilege and Ethics (the Committee) is to take precedence under the Standing Orders. The Speaker must notify this decision in writing to the Member. (3) While a matter is being considered by the Speaker, a Member must not take any action or refer to the matter in the House. (4) If the Speaker decides that a motion for referral should take precedence, the Member may, at any time when there is no business before the House, give notice of a motion to refer the matter to the Committee. The notice must take precedence under Standing Order 118 on the next sitting day. (5) If the Speaker decides that the matter should not be the subject of a notice of referral, a Member is not prevented from giving a notice of motion in relation to the matter. Such notice shall not have precedence. (6) If notice of a motion is given under paragraph (4), but the House is not expected to meet on the day following the giving of the notice, with the leave of the House,
<p>17 January 2022</p>	

the motion may be moved at a later hour of the sitting at which the notice is given.

Point of order

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| 93. | Point of order | A Member may, at any time, raise a point of order relating to a breach of the Standing Orders or the practice of the House which shall, until disposed of, suspend the consideration and decision of every other question. |
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| 94. | Consideration of point of order | <p>When a Member rises on a point of order:</p> <ul style="list-style-type: none">(1) The Member who was speaking shall be seated.(2) The question only of order shall be stated to the Speaker.(3) The Speaker shall give a decision or hear further argument. |
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Dissent from Speaker's ruling

95. Dissent from Speaker's ruling or decision

20 February 2023

The procedure for dissenting from a ruling or decision of the Chair is as follows:

- (1) The Member must give notice of a motion at the time for notices with precedence stating the grounds of the dissent.
- (2) The notice shall be given and set down to be considered within three clear sitting days after the day on which the ruling was given.
- (3) The motion shall take precedence of all other business on the day appointed.
- (4) The Speaker shall be entitled to put the question where the debate exceeds 30 minutes, and to call on the mover in reply.
- (5) The notice lapses if not moved or postponed on the appointed day.
- (6) Any Member and the mover in reply shall each be entitled to speak for up to 10 minutes.

Leave of the House

96. Leave

When the leave of the House is required it must be granted without dissent. A request for leave shall not be debated.

Chapter 8

Routine of Business

Chapter outline

This chapter concerns the routine of business for each sitting day and the procedures for the following:

- Government Business,
- General (i.e. non-government) Business,
- Private Members' statements,
- community recognition statements,
- public interest debates,
- motions of censure,
- motions of no confidence,
- disallowance of statutory rules,
- unproclaimed legislation, and
- business with precedence.

97. Routine of Business

The House shall conduct its business in the following routine:

Tuesdays

17 January 2022

Standing Order amended by Sessional Order on 9 May 2023.

Sessional order amended on 24 August 2023.

1. At 12.00 noon the Speaker takes the Chair
2. Ministerial Statements
3. Giving of Notices of Motions (Government Business, Bills, Business with Precedence under Standing Order 118)
4. Question Time
5. Ministerial Statements
6. Papers
7. Committees – Tabling of reports and announcements
8. Petitions
9. Placing or Disposal of Business
10. Business with Precedence under Standing Order 118, if any
11. Giving of General Business Notices of Motion (General Notices), up to 15 minutes, then Speaker to leave the Chair
12. At 2.30 p.m., the Speaker resumes the Chair
13. Government Business
14. At 5.00 p.m., Public Interest Debate
15. Government Business (if required)
16. Community Recognition Statements
17. Private Members' Statements, after which the House shall adjourn without motion until the next sitting day.

Wednesdays

1. At 10.00 a.m. the Speaker takes the Chair

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2. Giving of General Business Notices of Motion (General Notices), up to 15 minutes
 3. Government Business
 4. At 11.00 a.m., Ministerial Statements
 5. Giving of Notices of Motions (Government Business, Bills, Business with Precedence under Standing Order 118)
 6. Question Time
 7. Ministerial Statements
 8. Papers
 9. Committees – Tabling of reports and announcements
 10. Petitions
 11. Placing or Disposal of Business
 12. Re-ordering of General Business Orders of the Day (for Bills)
 13. Business with Precedence under Standing Order 118, if any
 14. Government Business
 15. At 1.00 p.m., Committee Reports – Take note debates, for up to 30 minutes, then the Speaker leaves the Chair
 16. At 2.30 p.m., the Speaker resumes the Chair
 17. Government Business
 18. At 5.00 p.m., Public Interest Debate
 19. Government Business (if required)
 20. Community Recognition Statements
 21. Private Members' Statements, after which the House shall adjourn without motion until the next sitting day.

Thursdays

1. At 10.00 a.m. the Speaker takes the Chair
 2. Giving of General Business Notices of Motion (General Notices), up to 15 minutes
 3. General Business Notices of Motions for Bills for up to 20 minutes
 4. General Business Orders of the Day for Bills for up to 90 minutes
 5. At 11.00 a.m., Ministerial Statements
 6. Giving of Notices of Motions (Government Business, Bills, Business with Precedence under Standing Order 118)
 7. Question Time
 8. Ministerial Statements
 9. Papers
 10. Committees – Tabling of reports and announcements
 11. Petitions
 12. Placing or Disposal of Business
 13. Business with Precedence under Standing Order 118, if any
 14. Resumption of General Business Orders of the Day for Bills, the Speaker leaves the Chair at the conclusion of the 90 minutes
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15. At 2.30 p.m., the Speaker resumes the Chair
 16. General Business Notices of Motions or Orders of the Day (not being Bills)
 17. At 3.40 p.m., Government Business for up to 20 minutes
 18. At 4.00 p.m., Petition Debate
 19. Community Recognition Statements for 30 minutes
 20. Private Members' Statements, after which the House shall adjourn without motion until the next sitting day.
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98. Friday sittings Repealed

17 January 2022

Placing or disposal of business

99. Notices take precedence Notices of motions shall take precedence of orders of the day, and if called upon must be moved, withdrawn, or postponed in the order in which they appear on the Business Paper or lapse.

100. Placing or disposal of business

3 July 2009

The procedure for the placing or disposal of business (with the exception of establishing the program for General Business Days) is:

- (1) Each sitting day, in accordance with the Routine of Business, the Speaker shall ask if any Member wishes to postpone, withdraw or discharge any notice of motion or order of the day.
 - (2) A Member may, without debate, withdraw or postpone any notice of motion standing in their name on the Business Paper for that day.
 - (3) A Member may, without debate, postpone, or by motion, move to discharge an order of the day standing in their name on the Business Paper for that day.
 - (4) An Order of the Day for a bill may be discharged and the bill withdrawn on one motion.
 - (5) A Member, with the written authority of another Member, may act on behalf of that Member in regard to this Standing Order.
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Program for General Business Days

101. Establishing program for General Business Days

17 January 2022

Standing Order amended by Sessional Order on 9 May 2023

The procedure for establishing the program for General Business Days is as follows:

- (1) On Wednesdays, Members shall advise the Clerk in writing by 2.00 p.m. which General Business Notices of Motions for Bills, Orders of the Day for Bills, or Notices of Motions (not for Bills) standing in their name on the Business Paper are to be postponed. Party Whips may also advise the Clerk in writing of which items of General Business standing in the name of Members of their party are to be postponed.
- (2) The first ten notices on the Business Paper, not advised to be postponed by 2.00 p.m. on the day preceding a General Business Day, will be deemed to be proceeding. Any General Business Order of the Day for Bills re-ordered by the House to have precedence in accordance with Standing Orders 97 and 106 will retain such precedence.
- (3) On any day when General Business is being considered by the House, a Member may, without debate:
 - (a) withdraw or postpone any notice of motion standing in their name on the Business Paper for that day.
 - (b) postpone, or on motion, discharge an Order of the Day standing in their name on the Business Paper for that day.
 - (c) discharge an Order of the Day for a Bill on motion without debate or amendment, "That the Order of the Day be discharged and the Bill withdrawn".

Government Business

102. Ministers may arrange

Ministers may arrange Government Business in any order.

Ministerial Statements

103. Times for Ministerial Statements

Ministerial Statements may be made at the times indicated in the Routine of Business or at other times by leave of the House.

104. Duration of Ministerial Statements

Ministerial Statements are of unlimited duration and the Leader of the Opposition or any Member deputed may respond for the same period of time.

General Business

<p>105. Precedence and lapsing of General Business</p> <p>17 January 2022</p>	<p>(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.</p> <p>(2) 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 accorded precedence for that day in accordance with Standing Order 106.</p> <p>(3) General Business Notices of Motions (for bills) and Orders of the Day (for bills) not commenced or completed 6 months from the date given shall lapse.</p> <p>(4) General Business Notices of Motions (not being bills) and Orders of the Day (not being bills) not commenced or completed 3 months from the date given shall lapse.</p>								
<p>106. Re-ordering General Business Orders of the Day (for Bills)</p> <p>17 January 2022</p>	<p>At the re-ordering of General Business Orders of the Day (for Bills) in the Routine of Business:</p> <p>(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.</p> <p>(2) The carrying of one motion in (1) above prevents another Member moving a subsequent motion.</p> <p>(3) On a motion for re-ordering, the Member in charge of the bill shall be permitted to make a statement of up to 3 minutes and one other Member may reply for up to 3 minutes.</p>								
<p>107. Debate on General Business Notices of Motions or Orders of the Day (not being Bills)</p> <p>17 January 2022</p>	<p>(1) At the time listed in the Routine of Business, the House will consider General Business Notices of Motions or Orders of the Day (not being Bills).</p> <p>(2) In each debate the following time limits shall apply:</p> <table style="margin-left: 40px;"> <tr> <td>Mover</td><td>- 7 minutes</td></tr> <tr> <td>Member next speaking</td><td>- 7 minutes</td></tr> <tr> <td>Four Members</td><td>- 4 minutes each</td></tr> <tr> <td>Reply</td><td>- 4 minutes</td></tr> </table>	Mover	- 7 minutes	Member next speaking	- 7 minutes	Four Members	- 4 minutes each	Reply	- 4 minutes
Mover	- 7 minutes								
Member next speaking	- 7 minutes								
Four Members	- 4 minutes each								
Reply	- 4 minutes								

Private Members' Statements

<p>108. Private Members' Statements</p> <p>17 January 2022</p>	<p>The procedure for Private Members' Statements is as follows:</p> <p>(1) In accordance with the Routine of Business, the Speaker shall ask if there are any Private Members' Statements.</p> <p>(2) Up to 75 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.</p> <p>(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.</p>
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- (4) A division on any question or quorum call shall not be permitted during Private Members' Statements.
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Community Recognition Statements

108A. Community Recognition Statements

17 January 2022

The procedure for Community Recognition Statements is as follows:

- (1) Community Recognition Statements 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.

Written Statements

- (2) Each Member can make three written Community Recognition Statements each sitting day.
- (3) Statements must be lodged electronically with the Table Office by 12.00 noon on a sitting day for publication in Hansard that day.
- (4) Written statements must not exceed 200 words.
- (5) A statement not conforming with the rules or with the practice of the House can:
- (a) Under the authority of the Speaker, be amended by the Clerk.
 - (b) Be ordered by the Speaker not to be included in Hansard.

Statements given in the House

- (6) In accordance with the Routine of Business, the Speaker will ask if there are any Community Recognition Statements.
- (7) Members may not give consecutive Community Recognition Statements.
- (8) Members may make Community Recognition Statements for up to 1 minute each, for a total of 30 minutes.
- (9) Community Recognition 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.

Public Interest Debates

109. Public Interest Debates

17 January 2022

Standing Order amended by
Sessional Order on 9 May
2023

The procedure for the consideration of Public Interest Debates shall be as follows:

- (1) The notice of motion for debate must be submitted to the Speaker by 12.00 noon on the day of the debate.
- (2) The motion will be submitted by:
- (a) Government – sitting day Tuesdays
 - (b) Opposition – first and second sitting day Wednesdays
 - (c) Cross bench – third sitting day Wednesdays
- (3) The Speaker will determine whether the notice is in order.
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-
- (4) The Speaker will publish and announce the subject matter of the notice of motion in the House after the lunch break.
- (5) The following time limits shall apply to the debate:
- | | |
|-------------------|------------------|
| Mover | – 7 minutes |
| Six other Members | – 5 minutes each |
| Reply | – 3 minutes |
| Total | – 40 minutes |
- (6) At least one Member speaking in the debate must be from the cross bench.

110. Matters of
Public
Importance

Repealed

17 January 2022

No confidence in the Government

111. No confidence in the Government - section 24B(2) *Constitution Act 1902*

3 July 2009

The procedure for motions of no confidence in the Government, pursuant to section 24B(2) of the Constitution Act 1902 is as follows:

- (1) A notice of motion must be given at the time for giving notices for business with precedence.
- (2) The motion shall take precedence of all other business on a sitting day that is not less than 3 clear days after the notice has been given.
- (3) The motion may not be postponed or amended.
- (4) The motion may be withdrawn with the leave of the House.
- (5) Debate on such motion shall not be adjourned and the sitting of the House shall continue until the question is determined.
- (6) The following time limits apply to this debate:

Mover	- unspecified
Party Leader	- unspecified
Any other Member	- 30 minutes
Premier in response	- 45 minutes
Reply	- 45 minutes
- (7) The following motions cannot be moved:

That the Member be now heard.

That the Member be not further heard.

That the question be not now put (previous question).
- (8) The motion “**That the question be now put**” (closure) cannot be moved until at least 8 Members (inclusive of the mover and Party Leader(s)) have spoken to the original question before the House. The effect of the closure being agreed to does not preclude the response of the Premier.
- (9) During the currency of debate the Speaker shall leave the Chair at the time for adjournment each day and the sitting shall resume at 10.00 a.m. on each successive business day until the matter is determined.

111A. No confidence in the Government	The procedure for motions of no confidence in the Government is as follows:										
3 July 2009	<p>(1) A notice of motion must be given at the time for giving notices for business with precedence.</p> <p>(2) The notice shall be called on at the next sitting day on which business with precedence is considered.</p> <p>(3) The motion may not be postponed or amended.</p> <p>(4) The motion may be withdrawn with the leave of the House.</p> <p>(5) If the motion is adjourned or interrupted it will be set down as an order of the day and considered on the next day that business with precedence is considered.</p> <p>(6) The following time limits apply to this debate:</p> <table data-bbox="611 629 1038 837"> <tr> <td>Mover</td><td>- unspecified</td></tr> <tr> <td>Party Leader</td><td>- unspecified</td></tr> <tr> <td>Any other Member</td><td>- 30 minutes</td></tr> <tr> <td>Premier in response</td><td>- 45 minutes</td></tr> <tr> <td>Reply</td><td>- 45 minutes</td></tr> </table> <p>(7) The following motions cannot be moved:</p> <p>That the Member be now heard.</p> <p>That the Member be not further heard.</p> <p>That the question be not now put (previous question).</p> <p>(8) The motion “That the question be now put” (closure) cannot be moved until at least 8 Members (inclusive of the mover and Party Leader(s)) have spoken to the original question before the House. The effect of the closure being agreed to does not preclude the response of the Premier.</p>	Mover	- unspecified	Party Leader	- unspecified	Any other Member	- 30 minutes	Premier in response	- 45 minutes	Reply	- 45 minutes
Mover	- unspecified										
Party Leader	- unspecified										
Any other Member	- 30 minutes										
Premier in response	- 45 minutes										
Reply	- 45 minutes										

No confidence in Minister

112. No confidence
in a Minister

3 July 2009

The procedure for a motion of no confidence in a Minister is as follows:

- (1) A notice of motion must be given at the time for giving notices for business with precedence.
- (2) The notice shall be called on at the next sitting day on which business with precedence is considered.
- (3) The motion may not be postponed or amended.
- (4) The motion may be withdrawn with the leave of the House.
- (5) If the motion is adjourned or interrupted it will be set down as an order of the day and considered on the next day that business with precedence is considered.
- (6) Debate will be as follows:

Mover	- unspecified
Minister named	- unspecified
Any other Member	- 20 minutes
Response by Minister	- 30 minutes
Mover in reply	- 30 minutes
- (7) The following motions cannot be moved:

That the Member be now heard.
That the Member be not further heard.
That the question be not now put (previous question).
- (8) The motion **“That the question be now put”** (closure) cannot be moved until at least 4 Members (inclusive of the mover and Minister named) have spoken on the original question before the House. The effect of the closure being agreed to does not preclude the response by the Minister named.

No confidence in the Speaker

113. No confidence in Speaker

3 July 2009

The procedure for a no confidence motion in the Speaker is as follows:

- (1) A notice of motion must be given at the time for giving notices for business with precedence.
- (2) The notice shall be called on at the next sitting day on which business with precedence is considered.
- (3) The motion may not be postponed or amended.
- (4) The motion may be withdrawn with the leave of the House.
- (5) If the motion is adjourned or interrupted it will be set down as an order of the day and considered on the next day that business with precedence is considered.
- (6) Debate will be as follows:

Mover	- unspecified
Member leading the debate in opposition to the motion	- unspecified
Any other Member	- 20 minutes
Response by Member leading the debate in opposition to the motion	- 30 minutes
Mover in reply	- 30 minutes
- (7) The following motions cannot be moved:
 - That the Member be now heard.
 - That the Member be not further heard.
 - That the question be not now put (previous question).
- (8) The motion **“That the question be now put”** (closure) cannot be moved until at least 4 Members (inclusive of the mover and Member leading the debate in opposition to the motion) have spoken on the original question before the House. The effect of the closure being agreed to does not preclude the response of the Member leading the debate in opposition to the motion.

Censure of a Member

114. Censure of a Member

3 July 2009

The procedure for a motion of censure of a Member is as follows:

- (1) A notice of motion must be given at the time for giving notices for business with precedence.
 - (2) The notice shall be called on the same sitting day at which the notice was given at the time set aside for business with precedence.
 - (3) If the motion is adjourned or interrupted it will be set down as an order of the day and considered on the next day that business with precedence is considered.
 - (4) Debate will be as follows:

Mover	- 15 minutes
Member named	- 15 minutes
Four other Members	- 5 minutes
Response by Member	- 10 minutes
Mover in reply	- 10 minutes
 - (5) The following motions cannot be moved:

That the Member be now heard.
That the Member be not further heard.
That the question be not now put (previous question).
 - (6) The motion **“That the question be now put”** (closure) cannot be moved until at least 4 Members (inclusive of the mover and Member named) have spoken on the original question before the House. The effect of the closure being agreed to does not preclude the response of the Member named.
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Censure of the Speaker

115. Censure of Speaker

3 July 2009

The procedure for a motion of censure of the Speaker is as follows:

- (1) A notice of motion must be given at the time for giving notices for business with precedence.
- (2) The notice shall be called on the same sitting day at which the notice was given at the time set aside for business with precedence.
- (3) If the motion is adjourned or interrupted it will be set down as an order of the day and considered the next day that business with precedence is considered.
- (4) Debate will be as follows:

Mover	- 15 minutes
Member leading the debate in opposition to the motion	- 15 minutes
Four other Members	- 5 minutes
Response by Member leading the debate in opposition to the motion	- 10 minutes
Mover in reply	- 10 minutes
- (5) The following motions cannot be moved:
 - That the Member be now heard.
 - That the Member be not further heard.
 - That the question be not now put (previous question).
- (6) The motion **“That the question be now put”** (closure) cannot be moved until at least 4 Members (inclusive of the mover and Member leading the debate in opposition to the motion) have spoken on the original question before the House. The effect of the closure being agreed to does not preclude the response of the Member leading the debate in opposition to the motion.

Disallowance of statutory rules

- | | |
|--------------------------------------|--|
| 116. Disallowance of statutory rules | The procedure for a motion to disallow a statutory rule or instrument is as follows: <ol style="list-style-type: none">(1) The notice, if given within 15 sitting days after tabling, shall be set down on the Business Paper for the next sitting day with precedence.(2) Such motions shall have priority in the order given.(3) Time limits apply to this debate. |
|--------------------------------------|--|

Unproclaimed legislation

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|-------------------------------|--|
| 117. Unproclaimed Legislation | On the second sitting day of each session and then every 15th sitting day thereafter, the Speaker shall table a list of legislation remaining unproclaimed 90 days after assent. |
|-------------------------------|--|

Business with Precedence

- | | |
|-------------------------------|---|
| 118. Business with Precedence | <ol style="list-style-type: none">(1) The following matters constitute Business with Precedence and shall be dealt with in the following order in the Routine of Business, unless otherwise provided for:<ol style="list-style-type: none">(a) Dissent from Speaker's ruling.(b) No confidence in the Government, Minister or Speaker.(c) Censure of Member or Speaker.(d) Privilege/ contempt.(e) Expulsion of a Member.(f) Arrangement of business of the House.(g) Days and hours of sitting.(h) Disallowance of statutory rules.(i) Business accorded precedence by the House.(j) Votes of thanks or condolence.(k) Printing of papers.(2) Motions of condolence and motions for the printing of papers may be moved without notice at any time. |
|-------------------------------|---|

3 July 2009

Chapter 9

Petitions

Chapter outline

This chapter concerns both paper and electronic petitions, including setting out rules related to:

- the lodgement of petitions,
- the form and content of petitions,
- responding to petitions, and
- petition debates.

119. Lodgement of paper petitions

A paper petition must be lodged with the Clerk by 10 a.m. on the day it is to be reported to the House.

17 January 2022

Standing Order amended
by Sessional Order on 9
May 2023

119A. Lodgement of electronic petitions

An electronic petition is considered to be lodged with the Clerk once the petition is no longer open for signatures.

17 January 2022

120. Clerk's certificate – paper petitions

A paper petition must bear the Clerk's certification that it is in conformity with the Standing Orders.

17 January 2022

120A. Conformity with the Standing Orders – electronic petitions

An electronic petition is in conformity with the Standing Orders when it is open for signatures.

17 January 2022

121. Contents of paper petitions

A paper petition must:

- (1) Be legible and contain no alterations.
- (2) Be in English or be accompanied by a translation certified to be correct by the lodging Member.
- (3) Contain the request of the petitioner(s).

17 January 2022

	<p>(4) Contain the names and addresses of the petitioner(s) and their own original signatures on sheets containing the petition or the request and they must not be pasted on or otherwise transferred to the petition.</p> <p>A petitioner unable to write may affix their mark in the presence of a witness who shall list their own name and address as well as the name and address of the petitioner.</p> <p>(5) Contain at least one signature on the same sheet as the request.</p> <p>(6) Be respectful, decorous, and temperate in its language, and not contain irrelevant statements.</p> <p>(7) If from a corporation, be made under its common seal.</p> <p>(8) Be received only as the petition of the parties signing the same.</p>
<p>121A. Contents of electronic petitions</p> <p>17 January 2022</p>	<p>An electronic petition must:</p> <p>(1) Be in English.</p> <p>(2) Contain the request of the petitioner expressed in no more than 250 words.</p> <p>(3) Be respectful, decorous, and temperate in its language, and not contain irrelevant statements.</p> <p>(4) Be supported by at least five people before it is open to the public for signatures, with the petitioner and all signatories residents of New South Wales.</p> <p>(5) Be open for signatures for a period of three, twelve or twenty four weeks.</p> <p>(6) Be received only as the petition of the parties signing the same.</p>
<p>122. Petitions must not contain</p> <p>17 January 2022</p>	<p>A paper petition or electronic petition must not:</p> <p>(1) Have letters, affidavits, or other documents attached to it, except if it is a petition for a private bill.</p> <p>(2) Make reference to any debate in Parliament.</p> <p>(3) Be lodged by a Member who has signed the paper petition as a petitioner.</p> <p>(4) Contain language disrespectful to either House or the Governor.</p>
<p>123. Procedure for lodgement and presentation of paper petitions</p> <p>17 January 2022</p>	<p>The procedure for the lodging and presentation of a paper petition is as follows:</p> <p>(1) The Member must be acquainted with the contents of the paper petition.</p> <p>(2) The Member must ensure that the paper petition is in conformity with the Standing Orders.</p> <p>(3) The Member must sign the front sheet and, if applicable, certify that the paper petition has been signed by 500 or more persons.</p> <p>(4) The paper petition may be lodged for presentation with the Clerk.</p> <p>(5) In the House the Clerk shall announce that paper petitions have been received.</p> <p>(6) The terms of the paper petition presented shall be printed in Hansard and in the Votes and Proceedings.</p> <p>(7) No discussion upon the subject matter of a paper petition shall be allowed, except in accordance with Standing Order 125A or by way of substantive motion.</p>
<p>123A. Procedure for lodgement and</p>	<p>The procedure for the lodging and presentation of an electronic petition is as follows:</p> <p>(1) The Member must be acquainted with the contents of the electronic petition.</p>

<p>presentation of electronic petitions</p>	<p>(2) The Member must agree to present the electronic petition.</p> <p>(3) The electronic petition is considered presented after it is no longer open for signatures.</p> <p>(4) In the House the Clerk shall announce that electronic petitions have been received.</p> <p>(5) The terms of the electronic petition presented shall be printed in Hansard and in the Votes and Proceedings.</p> <p>(6) No discussion upon the subject matter of an electronic petition shall be allowed, except in accordance with Standing Order 125A or by way of substantive motion.</p>										
<p>17 January 2022</p>											
<p>124. Petitions deemed to have been received</p>	<p>Paper petitions and electronic petitions shall be deemed to be received by the House unless a motion, moved on the next sitting day, is agreed to, without debate or amendment, that a petition be not received.</p>										
<p>17 January 2022</p>											
<p>125. Referral to Minister and response</p>	<p>(1) A copy of every paper petition and electronic petition lodged with the Clerk and received by the House shall be referred by the Clerk to the Minister responsible for the administration of the matter which is the subject of the petition or electronic petition.</p> <p>(2) The Minister must lodge a response with the Clerk within 35 calendar days of a paper petition or electronic petition being received by the House if that paper petition or electronic petition has been signed by 500 or more persons.</p> <p>(3) The receipt of the response shall be reported to the House by the Clerk and a copy of the response sent to the Member who lodged the paper petition or electronic petition. The response shall also be published.</p>										
<p>17 January 2022</p>											
<p>125A. Debate on petitions signed by 10,000 or more persons</p>	<p>(1) The subject matter of every paper petition or electronic 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, 20,000 or more persons for electronic petitions, shall be automatically set down as an Order of the Day "That the House take note of the petition".</p> <p>(2) The Order of the Day shall take place at 4.00 p.m. on the Thursday of the next sitting week.</p> <p>(3) Any further paper or electronic 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.</p> <p>(4) The following time limits shall apply:</p> <table data-bbox="598 1624 1165 1848"> <tr> <td>First speaker</td><td>– 5 minutes</td></tr> <tr> <td>Four other Members</td><td>– 5 minutes each</td></tr> <tr> <td>Response by Minister</td><td>– 3 minutes</td></tr> <tr> <td>First speaker in reply</td><td>– 2 minutes</td></tr> <tr> <td>Total</td><td>– 30 minutes</td></tr> </table> <p>(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.</p>	First speaker	– 5 minutes	Four other Members	– 5 minutes each	Response by Minister	– 3 minutes	First speaker in reply	– 2 minutes	Total	– 30 minutes
First speaker	– 5 minutes										
Four other Members	– 5 minutes each										
Response by Minister	– 3 minutes										
First speaker in reply	– 2 minutes										
Total	– 30 minutes										
<p>17 January 2022</p>											

Chapter 10

Questions seeking information

Chapter outline

This chapter concerns the rules for oral and written questions.

126. Question to Ministers

A Minister may be asked a question which relates to:

- (1) Public affairs;
- (2) Matters under the Minister's administration; or
- (3) Proceedings pending in the House for which the Minister has carriage.

127. Question to committee Chair

A Member, being the Chair of a committee, may be asked a question relating to the affairs of the committee.

128. Rules for questions

3 July 2009

The following general rules apply to both oral and written questions:

- (1) Questions cannot be debated.
- (2) Questions should not contain –
 - (a) statements of facts or names of persons unless they are strictly necessary to render the question intelligible and can be authenticated;
 - (b) argument;
 - (c) inference;
 - (d) imputation;
 - (e) epithets;
 - (f) ironical expression;
 - (g) expression of opinion; or
 - (h) hypothetical matter.
- (3) Questions should not ask for –
 - (a) an expression of opinion;
 - (b) legal opinion;
 - (c) an announcement of government policy; or
 - (d) confirmation of rumour or media reports.

129. Answer relevant

20 February 2023

An answer shall be directly relevant to the question asked.

130. Answer not to debate	In answering a Member shall not debate the matter to which the question relates.
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Question Time

131. Question Time (oral questions)	The procedure for Question Time is as follows:
20 February 2023	(1) Questions are asked orally and may be read and are subject to the same rules as written questions but shall not be recorded in the Questions and Answers Paper.
Standing Order amended by Sessional Order on 9 May 2023	(2) An answer to a question must not exceed three minutes.
	(3) At the conclusion of the Minister's answer to a question, the member who asked the question may, at the discretion of the Speaker, seek additional information from the Minister. The Minister's response on the additional information must not exceed two minutes.
	(4) No question shall be asked after 55 minutes from the Speaker calling on questions or the answering of 14 questions, whichever is the longer. So long as Question Time has a maximum period that does not exceed 70 minutes.
	(5) One supplementary question per Question Time may be asked immediately by the Member asking the original question. The answer shall count as one of the 14 answers.
	(6) The Leader of the Opposition is entitled to be called first by the Speaker at the commencement of Question Time.
	(7) Ministers seeking to provide additional information to questions already answered at the current or a previous sitting shall do so at the conclusion of Question Time.
	(8) Crossbench Members of Parliament are permitted at least two questions per Question Time, at question number 5 and question number 13.
	(9) Points of order taken during an answer to a question should not be vexatious, repetitive, interfering or used to make a statement in response to the answer.
	(10) When under Standing Order 49A the Speaker has stopped the clock during an answer in Question Time, the Member's speaking time clock shall be stopped but the overall timing clock for Question Time shall continue to run.

132. Written questions	The procedure for written questions is as follows:
8 October 2015	(1) Questions shall be lodged in the Table Office by 12.00 noon on a sitting day for publication in the next sitting day's paper.
Standing Order amended by Sessional Order on 9 May 2023	(2) A question containing argument, unbecoming expressions or otherwise not conforming with the practice of the House may: <ul style="list-style-type: none"> <li data-bbox="632 403 1369 463">(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. <li data-bbox="632 477 1388 537">(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: <ul style="list-style-type: none"> <li data-bbox="632 595 1155 624">(a) Members – Nine questions per sitting week; <li data-bbox="632 638 1342 667">(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. 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 may be lodged in either hard copy or 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.

Chapter 11

Notices of motions

Chapter outline

This chapter concerns notices of motions, including:

- giving a notice of motion,
- order on the business paper, and
- alterations, postponement or withdrawal of notices of motion.

133. Notice given verbally	<p>(1) A notice of motion for:</p> <ul style="list-style-type: none"> (a) A bill; (b) Government Business; (c) No confidence in the Government, Minister or Speaker, or censure of Member or Speaker; and (d) Business with Precedence, (SO 118) with the exception of motions of condolence and the printing of papers <p>must be given verbally at the time prescribed in the Routine of Business.</p> <p>(2) General Business Notices of Motions (General Notices):</p> <ul style="list-style-type: none"> (a) May only be given when called for at the time prescribed in the Routine of Business each day; (b) The period for giving a General Business Notice of Motion (General Notice) must not exceed thirty seconds; (c) The period for the giving of General Business Notices of Motions (General Notices) is limited to a maximum of 15 minutes. The Speaker has discretion to allow the giving of notices to exceed this 15 minute period.
134. Copy handed to Clerk	At the time of giving notice the original signed notice must be handed to a Clerk at the Table.
135. Notice by another Member	A Member by written request may give a notice of motion for another Member. The other Member's name must appear on the notice with the signature of the Member giving the notice.
136. Order on Business Paper	Notices of motions are set down on the Business Paper in the order in which they are given.
137. Argument or unbecoming expressions	A notice containing argument, unbecoming expressions or otherwise not conforming with the practice of the House may:

	<ul style="list-style-type: none">(1) Under the authority of the Speaker, be amended by the Clerk or divided if it contains matters that are not relevant to each other.(2) Be ordered not to be printed by the Speaker, or removed from the Business Paper.
138. Giving more than one notice	Members (except Ministers) may not give more than one notice consecutively, except in the case of notices for disallowance of statutory rules.
139. Alterations of notices 8 October 2015	To alter a notice of motion already given, a Member must hand in an amended notice at least one sitting day before the motion is moved. The amended notice must not exceed the scope of the terms of the original notice.
140. Precedence of motions	Notices of motions, called on by the Clerk, shall have precedence of each other in accordance with the order in which they appear on the Business Paper or are postponed.
141. Postponement or withdrawal of notices of motions 17 January 2022	<ul style="list-style-type: none">(1) A notice of motion shall be postponed or withdrawn at the direction of the Member who gave the notice, or by another Member with the written authority of that Member, during the placing or disposal of business or when called on.(2) On any day when General Business is being considered by the House the Speaker has discretion to postpone any notice of motion if the Member is absent from the Chamber.

Chapter 12

Motions, Questions, Votes and Resolutions

Chapter outline

This chapter concerns procedures for moving and voting on a motion. It includes:

- moving and withdrawing a motion,
- putting a question to the House, and
- determining a question on the voices.

142. Moving motions	<p>A Member may not move a motion unless:</p> <ol style="list-style-type: none"> (1) Pursuant to a notice of motion appearing on the Business Paper; or (2) By leave; or (3) Pursuant to Standing Orders or Sessional Orders; or (4) By resolution of the House.
143. Speaker proposes question	After a motion has been moved the Speaker shall propose a question on the motion.
144. Withdrawal of motion	After a question on a motion has been proposed by the Speaker it is in possession of the House and cannot be withdrawn except by leave of the House.
145. Withdrawal of motion Member absent	A Member cannot seek leave of the House to move a motion to withdraw a proposed motion or amendment of another Member who is absent except with the written authority of that Member.
146. Amendment proposed	When an amendment is proposed to a motion the original motion cannot be withdrawn until the amendment is withdrawn or negatived.
147. May be brought on again	A motion which has been superseded or withdrawn may be moved again during the same session.
148. Parts to be put as separate questions	Repealed

3 July 2009

149. Previous question	Repealed
17 January 2022	
150. Previous question on series of resolutions	Repealed
17 January 2022	
151. Question put	The Speaker shall put the question as soon as debate is concluded.
152. Question determined by the voices	A question being put shall be resolved in the affirmative or negative by the majority of voices "Aye" or "No" upon which the Speaker shall declare an opinion.
153. Separation of complicated question	When a question capable of being divided has been proposed, a Member may move a motion for the question to be put as separate questions. This question shall be decided without debate or amendment.
3 July 2009	
154. Same question not to be put	<p>The Speaker may disallow any motion or amendment which is the same in substance as any question already determined in the affirmative or in the negative in the same session.</p> <p>Nothing in this Standing Order shall preclude the operation of section 5B of the Constitution Act 1902.</p>
155. Rescission	A vote of the House, except a motion for the passing of a bill, may be rescinded during the same session after 7 clear days notice.
156. Corrections	A vote or proceeding of the House containing irregularities or mistakes may be corrected at once by leave of the House or by notice of motion.

Chapter 13

Amendments

Chapter outline

This chapter concerns the rules related to the form and procedure for moving an amendment to a question before the House. (See Chapter 16 for rules related to amendments to bills.)

157. Forms of amendments	<p>After a question has been proposed by the Speaker, it may be amended by:</p> <ol style="list-style-type: none"> (1) the omission of words: <p>“That the words proposed to be left out stand part of the question”.</p> (2) the omission of words in order to insert or add other words: <p>“That the words proposed to be left out stand part of the question”.</p> <ul style="list-style-type: none"> • If resolved in the affirmative the amendment is disposed of; • If negatived the question proposed is “That the words to be inserted (or added) be so inserted (or added)”. (3) the insertion or addition of words: <p>“That the words proposed to be inserted (or added) be so inserted (or added)”.</p>
158. Question in form “That the amendment be agreed to”	The Speaker may put a question in the form “That the amendment be agreed to”.
159. Amendments to be written and signed	Amendments must be in writing and signed by the mover.
160. Relevant	Amendments must be relevant to the question which it is proposed to amend.
161. Not considered	<p>Amendments shall not be considered if:</p> <ol style="list-style-type: none"> (1) Inconsistent with a previous decision on the question. (2) A later part has been amended. (3) A question has been proposed on an amendment to a later part unless the proposed amendment has been withdrawn by leave of the House. (4) It is to words already resolved should stand part of the question or which have been inserted or added, unless it is an addition to those words.

162.	Amendment dealt with in order moved	An amendment which is moved must be dealt with before a second amendment to the original question can be moved.
163.	Withdrawal of amendment	An amendment which has been moved may be withdrawn only by leave of the House.
164.	Amendment to amendment	An amendment may be moved to an amendment as if that amendment were the original question.
165.	Form of question	When an amendment is moved to omit words with a view to inserting or adding others, no amendment to the words proposed to be inserted or added can be considered until the question “That the words proposed to be left out stand part of the question” is dealt with.
166.	Original question amended	When amendments have been agreed to, the original question as amended shall be put.

Chapter 14

Orders of the Day

Chapter outline

This chapter concerns the procedures relating to items of business that appear as Orders of the Day on the Business Paper.

167. Setting down business	Where the business before the House is adjourned or is interrupted the Speaker shall set down its resumption as an order of the day for a later time.
168. Precedence	Orders of the Day shall have precedence according to the order in which they appear on the Business Paper.
169. No notice – Order of the Day	Where there is no notice to be called on the Speaker may direct the Clerk to read the Order of the Day.
170. Postponement or discharge	When the Order of the Day is read it may, by the Member in charge of the Order, or with written authority by another Member on that Member's behalf, be: (1) Postponed or (2) Discharged, on motion without debate or amendment.
171. Precedence for Member in charge	The Member in charge of the Order of the Day shall be entitled to speak first when the Order is read without closing the debate.
172. Restoration of lapsed order	After Orders of the Day have commenced, a motion for restoring a lapsed Order may be moved without notice when there is no other business before the House.

Chapter 15

Divisions

Chapter outline

This chapter concerns processes for calling a division and voting in the House. It includes procedures for:

- calling for a division,
- voting in a division, and
- the casting vote.

173. Call for division	To challenge the opinion of the Speaker a Member shall call for a division before the question is declared.
174. Procedure for division	<p>The procedure for calling a division is as follows:</p> <ol style="list-style-type: none"> (1) The Speaker must first state an opinion, after putting a question, as to whether the Ayes or the Noes have it and if unchallenged declare the question accordingly. (2) If there has been a voice for both the Ayes and the Noes, a division may then be called for. (3) To call a division a Member must have called against the Speaker's determination.
175. Must vote as called	A Member having called for one side cannot vote on the other and if the Speaker is satisfied that this has occurred the vote shall be recorded accordingly.
176. Pecuniary interest	A Member cannot vote on any question in which the Member has a direct pecuniary interest not held in common with other citizens of the State.
177. Determining pecuniary interest	A Member's vote may be disallowed, by way of substantive motion moved without notice after the division is completed, on the grounds of a pecuniary interest.
178. Entitlement to vote	A Member shall only be entitled to vote in a division if present in the House after the doors are locked.

17 January 2022

Standing Order amended
by Sessional Order on 9
May 2023

179. Vote disallowed on motion	A Member's vote may be disallowed, by way of substantive motion moved without notice after the division is completed, on the grounds that the Member was not present in the House after the doors were locked.
17 January 2022	
Standing Order amended by Sessional Order on 9 May 2023	
180. Procedure for Division	When a division has been called for:
17 January 2022	<ol style="list-style-type: none"> (1) The Speaker shall order the division bells to be rung for 4 minutes. (2) Members present shall be seated – Ayes to the right and Noes to the left of the Chair. (3) After the time has expired the Speaker shall order the doors to be locked. (4) The Speaker shall put the question. (5) The Speaker shall appoint two tellers for each side. (6) Tellers may not decline to be appointed unless excused by the Speaker. (7) In the event of the tellers not agreeing, other tellers shall be appointed until there is agreement. (8) After counting the votes the tellers shall sign the record of the division and advise the Speaker of the result, who shall declare the result of the division. (9) No Member shall enter or leave the Chamber until after the doors are unlocked.
Standing Order amended by Sessional Order on 9 May 2023	
181. Five Members or fewer, names recorded	If there are five or fewer Members on a side on a division, without completing the division, the Speaker shall declare the question resolved and the number in the minority and their names shall be recorded.
182. Error in tally	Unless corrected, another division shall be called if there is confusion or error in the numbers reported.
183. Correction of records	A complaint that a division has been inaccurately reported in the Votes and Proceedings and Hansard must be raised as a point of order in the House and the Speaker, if satisfied, may cause the record to be corrected.
184. Member presiding - casting vote	In the event of an equality of votes, the Member presiding shall give a casting vote and any reasons given may be recorded in the Votes and Proceedings.
3 July 2009	
185. Successive divisions	If a second division is called for and the bells rung following limited or no intervening debate after an earlier division and sufficient time has elapsed after the division bell has been rung, the Speaker may, with the leave of the House, order the doors to be locked and the vote taken.
17 January 2022	
Standing Order amended by Sessional Order on 9 May 2023	

186. Pairs	Members pairing on any division shall be recorded on the tellers' lists and printed in the Votes and Proceedings and Hansard.
187. Restrictions on divisions Standing Order amended by Sessional Order on 9 May 2023	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, or Community Recognition Statements. 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).

Chapter 16

Bills

Chapter outline

This chapter concerns the stages of a bill's passage through the House, and includes procedures for:

- the first, second and third reading of bills originating in the Legislative Assembly,
- cognate bills,
- amendments to bills,
- the consideration of amendments proposed by the Legislative Council, and
- bills originating in the Council.

188. Introduction of bills

17 January 2022

The procedure for the introduction and the passage of a bill up to the mover's second reading speech 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 of motion 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 and the bill shall be taken as read a first time without question put.
- (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 read a second time**" may be moved forthwith or set down for a later time.
- (9) Immediately following the mover's second reading 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 read a second time**", or "**That the order be postponed**" or, on a motion without notice, "**That the order be discharged and the bill be withdrawn**".

188A. Responding to matters raised by the Legislation Review Committee

- (1) The Member with carriage of a bill shall, if reasonably practicable, address any matters raised by the Legislation Review Committee in its report on the bill during the bill's second reading debate.
- (2) If not reasonably practicable for a response to be made during the debate, and a response has not been given in the House, the Member with carriage is to

Sessional Order adopted on 9 May 2023	provide a response to the matters raised by the Legislation Review Committee by correspondence to the Committee.
189. Procedure for urgent bills 17 January 2022	<p>The procedure for the consideration of a bill as an urgent bill is as follows:</p> <ol style="list-style-type: none"> (1) Sufficient copies being available to Members, the Member in charge of the bill, after making a second reading speech, may declare a bill to be an urgent bill. (2) The question “That the bill be considered an urgent bill” is put forthwith, no debate or amendment being allowed. (3) If agreed to, the second reading debate and other stages may be proceeded with forthwith or at any time during that or any future sitting of the House.
190. Governor's message required	The House shall not proceed upon any bill for the appropriation of any part of the Consolidated Fund, or for any other tax or impost for any purpose which has not been first recommended by message of the Governor during the Session in which such bill shall be passed. This provision does not apply to a bill introduced by a Minister or to a vote or resolution proposed by a Minister.
191. Private Member may introduce public bill	A public bill may be introduced by a private member.
192. Certain bills deemed public	A bill for the improvement of a council area and promoted by that council shall be deemed and taken to be a public bill.
Cognate bills	
193. Procedure for cognate bills 17 January 2022	<p>The procedure for two or more bills to be dealt with as cognate bills is as follows:</p> <ol style="list-style-type: none"> (1) The notice of motion for the bills shall state that the bills are cognate. (2) One motion may be moved and one question put in regard to, respectively, the introduction, the second reading, the consideration in detail stage and the third reading of the bills together. (3) The bills may be considered together in detail.
194. Second and third reading of cognate bills 17 January 2022	An amendment may be moved to a question on the second or third reading of cognate bills to leave out one or more of the bills from the question.
195. Separate questions 17 January 2022	In respect of cognate bills, a Member may move a motion for the question to be put on the second or third reading of cognate bills as separate questions.
196. Consideration of Council amendments	Council amendments in cognate bills may be considered together in detail.

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| 197. Presentation to the Governor | Cognate bills shall not be presented to the Governor for assent until all bills have been passed or otherwise disposed of. |
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Debate on Second Reading

198. Amendment – referral to committee	Amendments may be moved to the question “That this bill be now read a second time” to leave out all words after the word “That” and adding words to refer the bill to a committee (as specified).
17 January 2022	
199. Disposal of bill	An amendment may be moved to the question “That this bill be now read a second time” to leave out all words after “That” and adding “this bill be disposed of”. No amendment may be moved to this amendment.
17 January 2022	
200. Amendment – deferral of question	An amendment may be moved to the question “That this bill be now read a second time” to leave out the word “now” and adding a later time.
17 January 2022	
201. Report from committee	The report of a committee on a bill, having been tabled shall be set down for consideration with the bill as an Order of the Day for a later time.
202. Discharge of order and introduction of second bill	An Order of the Day for the second reading (or any subsequent stage of a bill) having been discharged and the bill withdrawn, the House may direct on motion for another bill to be brought in.
17 January 2022	

Proceedings after the second reading

203. Proceedings after the second reading	After the second reading, the Member in charge of the bill shall move forthwith, without debate or amendment, “That this bill be now read a third time” unless:
17 January 2022	<ol style="list-style-type: none"> (1) A Member requests consideration of the bill in detail; or (2) The Member in charge of the bill: <ol style="list-style-type: none"> (a) moves a motion for consideration in detail pro forma; or (b) requests the Speaker to set down consideration of the bill in detail as an Order of the Day for a later time.
204. Pro forma consideration in detail	The procedure for dealing with a pro forma consideration in detail is as follows:
17 January 2022	<ol style="list-style-type: none"> (1) After the second reading, the Member in charge of the bill shall move “That the House consider the bill in detail pro forma”. The question shall be put without amendment or debate. (2) The proposed amendments, which have been previously printed, shall be put in one question, without amendment or debate, “That the amendments as printed be inserted in the bill”. (3) If the motion is agreed to the bill shall be reprinted in its amended form, set down for reconsideration and, on reconsideration, be dealt with as if considered for the first time. (4) If the question for the pro forma consideration, or for the inclusion of the amendments is negated, the bill shall be proceeded with in consideration in detail in the usual manner.

205. Preamble postponed	A preamble in a bill shall not be considered until after all the clauses and schedules and a question shall be proposed “That the preamble be agreed to” .
206. Words of enactment not put	The words of enactment in the bill shall not be considered.
207. How clause read	The Speaker shall refer to the clauses/schedules by number.
208. Clauses read and put	On each clause/schedule, the Speaker shall propose a question “That the clause/schedule be agreed to” . Clauses/schedules may be considered separately or, by leave, in groups or as a whole.
209. Order of consideration	<p>Clauses, schedules and amendments shall be considered in detail in the following order:</p> <ol style="list-style-type: none"> (1) Clauses/schedules as printed together with proposed new clauses/schedules, in their numerical order. (2) Postponed clauses/schedules in their numerical order. (3) Preamble (if any). (4) Long title (if any).
210. Amendments relevant	Amendments may be moved to any part of the bill provided they are within the long title of the bill or relevant to the subject matter of the bill and are otherwise in conformity with the Standing Orders and practice.
211. Long title amended	If an amendment has been made in the bill, necessitating an amendment to the long title a question shall be proposed, “That the long title, as amended, be the long title of the bill” .
212. Clauses put as amended	If a clause/schedule is amended, a further question shall be proposed “That the clause/schedule as amended be agreed to” .
213. Clauses postponed	A clause/schedule, or a clause/schedule which has been amended, may be postponed and shall be considered at the end of the bill or as otherwise ordered.
214. Relevancy	During consideration of a matter in detail, debate must be relevant to the subject matter of the clause, schedule or amendment under consideration.
215. Reconsideration	A clause/schedule that has been passed with or without amendment cannot be reconsidered and amended unless the House agrees to reconsider it in detail.

216. Referral to Committee	A motion to refer a bill to a committee cannot be moved after the consideration in detail stage on the bill.
217. Reconsideration in whole or part 17 January 2022	After consideration in detail a bill may be reconsidered in whole or in part by amendment to the motion “That this bill be now read a third time” .
218. Bill passes 17 January 2022	After the third reading no further question shall be put, and the bill shall have passed the House.
219. Corrections	Amendments of a clerical, typographical, or formal nature and other obvious errors may be corrected in any part of the bill by the Clerk.
220. Clerk's certificate 17 January 2022	A bill having been read a third time, the Clerk shall certify, at the top of the first page “That this public [or private] bill, originated in the Legislative Assembly and, having this day passed, is now ready for presentation to the Legislative Council for its concurrence.”

Transmission to Council

221. Message to Council	A bill having been certified by the Clerk shall be sent to the Council with a message signed by the Speaker desiring the concurrence of that House.
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Council proposed amendments to Assembly bills

222. Return of bill with proposed amendments	An Assembly bill returned from the Council with amendments shall be reported and the Speaker shall fix a later time for the consideration of the amendments or the amendments may be considered in detail forthwith.
223. Consideration of Council amendments	The Order of the Day having been read, amendments made by the Council in an Assembly bill shall be considered in detail.
224. Forms of question on Council amendments	Amendments made by the Council to an Assembly bill shall be either: <ol style="list-style-type: none"> (1) Agreed to; (2) Agreed to with an amendment or amendments; (3) Disagreed to; (4) Postponed as an Order of the Day; or (5) The bill ordered to be laid aside. <p style="text-align: center;">As to (1):</p>

	<p>A message shall be sent informing the Council that the amendments have been agreed to.</p> <p>As to (2):</p> <p>The bill shall be returned with a schedule of the amendments to the Council amendments, certified by the Clerk, in a message desiring the concurrence of the Council.</p> <p>As to (3):</p> <p>A message giving reasons for the disagreement shall be sent; the Member in charge of the bill drawing up the reasons.</p> <p>As to (4):</p> <p>Postponed by the Member in charge as an Order of the Day.</p> <p>As to (5):</p> <p>A message shall be sent informing the Council that the bill has been laid aside.</p>
225. Amendments to Council amendments	<p>An amendment to a Council amendment must be:</p> <ol style="list-style-type: none"> (1) Relevant to the matter of the Council amendment or (2) Consequential to the agreement or disagreement of an amendment of the Council.
226. Council response to amendments made on its amendments	<p>If the Council returns an Assembly bill with a message:</p> <ol style="list-style-type: none"> (1) Insisting on the original amendments to which the Assembly has disagreed or (2) Disagreeing to amendments made by the Assembly on the original amendments of the Council or (3) Agreeing to amendments made by the Assembly on the original amendments of the Council, with further amendments: <p>The Assembly may:</p> <p>As to (1):</p> <ul style="list-style-type: none"> • Agree to the amendments to which it had previously disagreed; • Insist on its disagreement to such amendments and lay the bill aside; • Request a conference. <p>As to (2):</p> <ul style="list-style-type: none"> • Withdraw its amendments and agree to the original amendments of the Council; • Insist on its amendments to which the Council has disagreed and lay the bill aside; • Request a conference. <p>As to (3):</p> <ul style="list-style-type: none"> • Agree to such further amendments of the Council; • Disagree and insist on its own amendments which the Council has amended and lay the bill aside; • Request a conference. <p>Nothing in this Standing Order shall affect the right of the Assembly to proceed in accordance with the provisions of section 5B of the Constitution Act 1902.</p>

227. Messages on Council amendments	<p>A message shall be sent to the Council if:</p> <ol style="list-style-type: none"> (1) The Council's amendments to the Assembly bill are agreed to. (2) A conference is desired. (3) The bill has been laid aside. (4) The bill is finally passed by the Assembly.
228. Privileges not insisted upon	<p>Subject to section 5 of the Constitution Act 1902, the House will not object to legislation initiated in the Legislative Council on the ground that it contains provisions:</p> <ol style="list-style-type: none"> (1) Imposing or otherwise dealing with pecuniary fines or penalties; or (2) Requiring payment of or otherwise dealing with pecuniary fees for services or for licences or similar authorities.

Procedure in the Assembly for Council bills

<p>229. Procedure in the Assembly for Council bills</p> <p>17 January 2022</p>	<ol style="list-style-type: none"> (1) When the message from the Council forwarding a bill for concurrence is reported, the bill shall be introduced and read a first time without motion put. (2) A message forwarding a private member's public bill or a private bill from the Council cannot be reported until the Speaker is advised which Member of the Assembly will have carriage of the bill. Once reported the bill will be set down as an Order of the Day. (3) A motion "That this bill be now read a second time" may be moved forthwith or made an Order of the Day for a later time. Except in the case of a private member's bill which can only be moved when it is called on in accordance with the Routine of Business. (4) A truncated second reading speech may be given if the bill is received in the same form as introduced into the Council. (5) Immediately following the mover's second reading speech, the debate may be adjourned or proceeded with forthwith. (6) If adjourned, the resumption of the debate shall be set down as an Order of the Day for a later time. (7) The bill shall then be proceeded with in the same manner as a bill originating in the Assembly.
230. Return of Council bill	<p>When a Council bill has been passed by the Assembly it shall be returned to the Council by message, with the Clerk's certificate on the bill "That the Assembly has this day agreed to this bill with [or without] amendment."</p>
231. Amendment of Council bill	<p>A Council bill which has been amended shall be returned by message, together with a schedule of the amendments, requesting the concurrence of the Council in the amendments.</p>
232. Schedule of amendments	<p>The schedule of amendments to a Council bill shall:</p> <ol style="list-style-type: none"> (1) Contain references to the page, line, clause or schedule of the bill where the words are to be inserted or omitted; (2) List the amendments proposed; and (3) Be certified by the Clerk.

233. Consideration of disagreements in Council bills	<p>If the Council returns a Council bill with a message:</p> <ol style="list-style-type: none"> (1) Disagreeing to any amendments made by the Assembly; or (2) Agreeing to amendments made by the Assembly with amendments. <p>The Assembly may by message:</p> <p>As to (1):</p> <ul style="list-style-type: none"> • Insist or not insist on its amendments or • Make further amendments to the bill consequent upon the disagreement of its amendments or • Order the bill to be laid aside <p>As to (2):</p> <ul style="list-style-type: none"> • Agree to the Council's amendments on its own amendments, with or without amendment or • Disagree to the Council amendments and insist on its own amendments which the Council has amended or • Order the bill to be laid aside. <p>On any further return of the bill from the Council with any of the requests of the Assembly still disagreed to, the Assembly may order the bill to be laid aside.</p>
234. Council amendments to Assembly amendments	<p>If the amendments made by the Council on the Assembly's amendments to a Council bill are:</p> <ol style="list-style-type: none"> (1) Agreed to without further amendment, or disagreed to, and the original amendments made by the Assembly insisted on, a message shall be sent to the Council. (2) Agreed to with further amendments, a message shall be sent desiring the concurrence of the Council.
235. Message to contain written reasons for disagreeing to proposed Council amendments of Assembly amendments	<p>When any of the amendments made by the Council on the Assembly's amendments to a Council bill are disagreed to, the message shall contain written reasons and the reasons shall be drawn up by the Member in charge of the bill.</p>
236. Further Assembly amendments	<p>When further amendments have been made by the Assembly on the Council's amendments on the Assembly's original amendments in a Council bill:</p> <ol style="list-style-type: none"> (1) A schedule of such further amendments shall be prepared, containing reference to each amendment of the Council which has been amended by the Assembly and describing the further amendment proposed and (2) The schedule shall accompany the message and be certified by the Clerk.

Lapsed bills

237. Bills lapsed due to prorogation	<p>A bill which has lapsed because of a prorogation before it has been passed may be proceeded with in a later session from the point of interruption in a previous session of the same Parliament, as follows:</p>
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- (1) An Assembly bill in the possession of the Assembly, including consideration of Council amendments, may be proceeded with by motion on notice by the Member in charge of the bill restoring it to the Business Paper.
- (2) A Council bill in the possession of the Assembly, may be proceeded with by motion on notice by the Member in charge of the bill restoring it to the Business Paper after receipt of a message from the Council requesting the same.
- (3) If an Assembly bill is in possession of the Council, a message may be sent to the Council requesting that the bill be restored to the Council's business paper.
- (4) Any bill restored to the Business Paper shall be proceeded with as if its passage had not been interrupted by a prorogation.
- (5) If the motion for restoration is not agreed to by the House in which the bill originated, the bill may be re-introduced as a new bill.

Proceedings after consideration in detail

238. Proceedings after consideration in detail

17 January 2022

After consideration in detail the Member in charge of the Bill may:

- (1) Request the Speaker to set down the motion **"That this bill be now read a third time"** as an order of the day for a later time; or
- (2) Move the motion **"That this bill be now read a third time"** forthwith.

Presentation for assent

239. Procedure after bills passed

Every bill originating in the Assembly which has passed both Houses, or which is to be presented to the Governor in accordance with the provisions of section 5A or section 5B of the Constitution Act 1902, shall be:

- (1) Printed in its final form.
- (2) Certified by the Assistant Speaker, as follows:

"I have examined this Bill, and find it to correspond in all respects with the Bill as finally passed by both Houses."

The Clerk shall also certify as follows:

"I certify that this Public Bill, which originated in the Legislative Assembly, has finally passed the Legislative Council and the Legislative Assembly of New South Wales."

- (3) Where a bill is to be presented in accordance with section 5A of the Constitution Act 1902, the Assistant Speaker shall certify accordingly.
- (4) Where a bill is to be presented in accordance with section 5B of the Constitution Act 1902, the Assistant Speaker shall certify accordingly.
- (5) The bill shall be presented to the Governor for assent.
- (6) After the assent message is received the Clerk shall arrange for Assembly Acts to be numbered then enrolled.

Chapter 17

Consideration in detail

Chapter outline

This chapter concerns some rules relating to the consideration in detail by the House of a bill or other matter. (See Chapter 16 for rules related to amendments to bills.)

240. Motion	A motion may be moved without notice or debate that a matter other than a bill be considered in detail.
241. Greater or lesser sum, long or shorter time	A question between a greater and lesser sum or a longer or shorter time shall be decided by putting the least sum and the longest time first.
242. May speak more than once	In consideration of a matter or bill in detail Members may speak more than once to the same question.

Chapter 18

Financial procedures

Chapter outline

This chapter concerns:

- the necessary requirements for the passing of amendments or bills which include financial measures,
- rules for the consideration in detail of an Appropriation Bill, and
- Estimates Committees.

243. Message from Governor

The House shall not pass any vote, resolution or bill for the appropriation of any part of the Consolidated Fund, or for any other tax or impost to any purpose which has not been first recommended by message of the Governor during the session in which such vote, resolution or bill shall be passed. This provision does not apply to a bill introduced by a Minister or to a vote or resolution proposed by a Minister.

244. Message accompanying Estimates

Messages from the Governor, together with the accompanying Estimates and Statements, recommending bills for Loan or Appropriation shall be considered in detail and the Estimates shall be deemed to form part of the bill for the purposes of debate.

245. Consideration of Appropriation Bill in detail

The procedure for consideration in detail of a bill for Loan or Appropriation, other than Bills referred to an Estimates Committee is:

- (1) When a clause is under discussion the debate shall be confined to the estimate of expenditure relevant to that clause.
- (2) When a motion is made to omit or reduce any vote or item of a vote, a question shall be proposed by the Speaker for omitting or reducing that vote or item and until it is disposed of Members shall only speak to that question.
- (3) After a question for omitting or reducing any vote or item has been disposed of, no motion shall be made or debate allowed upon any preceding vote or item.
- (4) Where it has been proposed to omit or reduce a vote or items in a vote, the question will then be put on the original vote, or upon the reduced vote, as the case may be, without amendment.
- (5) After a question has been put for a reduction of the whole vote, no motion shall be made for omitting or reducing any part of such vote.
- (6) When a general reduction of the amount of the vote comprising many items is proposed, the question shall be put for the reduction of such vote or item. If such a motion is negatived it shall not be in order to then propose a reduction by a greater sum.

Estimates Committees

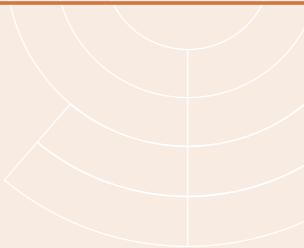
246. Estimates Committees

17 January 2022

- (1) On a motion of a Minister, during the second reading debate on the Appropriation Bill, the House may appoint Estimates Committees.
- (2) The Estimates Committees shall examine and report on proposed expenditures from the Consolidated Fund for each organisational unit for each Minister listed in the Tabled Estimates, and the corresponding clauses and schedules in the Appropriation Bill and the Parliamentary Appropriation Bill which shall stand referred to the appropriate committee.
- (3) The report of each Estimates Committee shall state whether the votes of each organisational unit in the Estimates and the corresponding clauses and schedules in the Appropriation Bill are recommended or otherwise.
The failure of an Estimates Committee to report on any part of the votes shall be deemed to be a report recommending the proposed expenditure.
- (4) The Chair of each Committee or a Member deputed by the Chair shall, after the committee has concluded its deliberations and after the question on the second reading of the Appropriation Bill and the Parliamentary Appropriation Bill has been agreed to, present the Committee's report to the Speaker in the House. The Speaker shall set down consideration of the reports in detail with the Appropriation Bill and the Parliamentary Appropriation Bill respectively as an Order of the Day.
- (5) Consideration of a report in detail shall be deemed to be consideration of those clauses and schedules of the Appropriation Bill and the Parliamentary Appropriation Bill referred to that Estimates Committee.
- (6) When considering a report in detail:
 - (a) The Speaker shall put the question in respect of each Committee report, "That the report of the (name of the Committee) be adopted".
 - (b) A Member may speak for a maximum of 5 minutes and the Minister in reply may speak for a maximum of 15 minutes on each of the questions.
 - (c) Those clauses and schedules of the Appropriation Bill and the Parliamentary Appropriation Bill not referred to an Estimates Committee shall be considered as one question, "That the remaining clauses and schedules of the Bill be agreed to".

Chapter 19

Messages from the Governor



Chapter outline

This chapter concerns the reporting of and acting upon messages from the Governor.

247. Speaker to report	The Speaker may report messages from the Governor at any time.
248. Action on report	<p>A message from the Governor shall be reported and the House shall:</p> <ul style="list-style-type: none">(1) Take no action; or(2) Consider it forthwith; or(3) Set down without debate, its consideration as an Order of the Day for a later time.

Chapter 20

Disorder

Chapter outline

This chapter concerns the procedures for dealing with disorder, and the suspension and expulsion of Members.

Member called to order

249. Member repeatedly called to order

3 July 2009

- (1) If a Member's conduct is such that it is necessary for the Speaker to call the Member to order more than three times in any one sitting for any gross breach of the rules, the Speaker may direct the removal of the Member by the Serjeant-at-Arms until the adjournment of that sitting.
- (2) A Member who is removed from the House shall be excluded from the Parliamentary precincts for the remainder of the sitting and cannot take part in any proceeding of the House or its committees.

249A. Member removed from the Chamber

17 January 2022

The Speaker may direct a Member who is grossly disorderly to leave the Chamber for up to three hours. The direction shall not be open to debate or dissent.

Member named

250. Member named for disorderly conduct

A Member may be named by the Speaker for:

- (1) Persistently and wilfully obstructing the business of the House.
- (2) Being guilty of disorderly conduct.
- (3) Using offensive words, and refusing to withdraw them.
- (4) Persistently and wilfully refusing to conform to any Standing Order.
- (5) Persistently and wilfully disregarding the authority of the Chair.

251. Procedure after naming

3 July 2009

If the Member has been named:

- (1) The Speaker shall forthwith propose the question "**That the Member for ... be suspended from the service of the House**".
- (2) There shall be no amendment, adjournment or debate allowed on this motion. However, the Member named may make an explanation limited to 5 minutes.

252. Duration of suspension	<p>If a Member is suspended during the session:</p> <ol style="list-style-type: none">(1) For a first time, the suspension shall be for 2 sitting days.(2) For a second time, the suspension shall be for 4 sitting days.(3) On any subsequent occasion, the suspension shall be for 8 sitting days. <p>In this Standing Order “sitting days” means days the House actually sits, and the uncompleted portion of the sitting during which the Member was suspended shall count as one sitting day.</p>
253. Consequences of suspension	<p>A Member who is suspended from the service of the House shall be excluded from the Parliamentary precincts until the expiration of the suspension period including all intervening non-sitting days and cannot take part in any proceedings of the House or its committees.</p>

3 July 2009

Expulsion

254. Expulsion	<p>A Member adjudged by the House guilty of conduct unworthy of a Member of Parliament may be expelled by vote of the House, and the Member's seat declared vacant.</p>
255. Criminal trial pending	<p>If the House decides not to proceed on a matter which has been initiated in the House concerning the alleged misconduct of a Member on the grounds that the Member may be prejudiced in a criminal trial then pending on charges founded on the misconduct, the House may suspend the Member from its service until the verdict of the jury has been returned or until it is further ordered.</p>

Chapter 21

Visitors

Chapter outline

This chapter concerns the rules and requirements relating to visitors, including members of the public, observing proceedings in the Chamber.

256. Admission behind Chair	Only the Speaker may admit visitors to the area behind the Speaker's Chair.
257. Admission to galleries	The Speaker may delegate authority to the Serjeant-at-Arms to admit visitors to the public galleries and every Member shall have the privilege of admitting, by order, two visitors to those galleries.
258. Notice of visitors taken	If at any sitting a Member takes notice that visitors are present the Speaker shall forthwith put the question " That visitors be ordered to withdraw ", no debate or amendment allowed.
259. Chair may order withdrawal	The Speaker may at any time order the withdrawal of visitors from any part of the House. The Parliamentary Reporting Staff shall not be deemed to be visitors unless the Speaker directs.
260. Removal of visitors	A person, not being a Member, who interrupts the orderly conduct of the business of the House, obstructs the approaches to the House, or causes a disturbance within the precincts of the House, may, by direction of the Speaker, be removed by the Serjeant-at-Arms.
261. Only admitted to public areas	A Member shall not bring a visitor into any part of the building exclusively set aside for the use of Members.
262. Not admitted to in camera proceedings	Visitors shall not be admitted to any in camera proceedings.
263. Media	Representatives of media organisations may be admitted to the Galleries, including the Press Gallery, by the Speaker and such representatives shall comply with any conditions or directions determined by the Speaker.

Chapter 22

Papers and documents

Chapter outline

This chapter concerns the procedures for the tabling, printing and publication of documents, and the procedure for the House to order the production of papers.

264. Tabled papers

Papers may be laid upon the Table by:

- (1) The Speaker.
- (2) Ministers.
- (3) Chairs of committees.
- (4) The Clerk.
- (5) Statutory provision.
- (6) Resolution of the House.
- (7) Command of the Governor.

265. Speaker tables papers

The Speaker may table papers and direct that they be printed.

266. Tabling and printing of papers

20 February 2023

The following procedure shall apply for the tabling and printing of papers:

- (1) Wherever practicable, Ministers should table papers to the Table Office electronically and announce the tabled papers at the time provided in the Routine of Business or at other times by leave of the House.
- (2) Papers also can be tabled in hard copy in the House at the time provided in the Routine of Business or at other times by leave of the House.
- (3) Papers that are to be deemed as tabled, by way of a Minister's announcement in the House, must have been provided in electronic copy, under the Minister's written authority, to the Table Office by 12.00 noon on the day of tabling, or at least two hours before.
- (4) Papers received in accordance with paragraph (3) are authorised for publication, including to the Parliament's website.
- (5) The Leader of the House, on a subsequent sitting day, may give a notice of motion regarding the printing of papers tabled but not yet ordered to be printed. Consideration of this motion shall be Business with Precedence.
- (6) Alternatively such motion may be moved without notice at any time.
- (7) The question on the motion is open to amendment and debate.
- (8) Any Member may speak on the motion for up to 3 minutes, including the Minister in reply.
- (9) The Speaker may call on the Minister to reply if the debate exceeds 30 minutes.

266A. Tabling of reports and documents when the House is not sitting	<p>(1) Where, under any Act, a report or other document is required to be tabled in the House by a Minister, and the House is not sitting, such report or document may be lodged with the Clerk.</p> <p>(2) Any report or document lodged with the Clerk is:</p> <p>(a) On presentation, and for all purposes, deemed to have been laid before the House,</p> <p>(b) To be printed by authority of the Clerk,</p> <p>(c) For all purposes, deemed to be a document published by order or under the authority of the House; and</p> <p>(d) To be recorded in the Votes and Proceedings of the House.</p>
20 February 2023	
266B. Printing and publication of papers and documents	Unless otherwise ordered, any reference to printing in the Standing and Sessional Orders is taken to mean publication, including by electronic means.
20 February 2023	
267. Restricted inspection	A Minister presenting a paper may move forthwith, “That inspection of the paper be restricted to Members only and that no copies or extracts thereof be permitted” . Such question shall be put forthwith and decided without amendment or debate.
268. Address for papers	<p>An address to the Governor must be agreed to for the following papers to be tabled:</p> <p>(1) Papers concerning the Royal Prerogative.</p> <p>(2) Despatches or other correspondence addressed to the Governor.</p> <p>(3) Information emanating from the Governor.</p> <p>(4) Documents having reference to the administration of justice.</p>
269. Papers ordered	The House may order Ministers to table papers. The order shall be communicated in writing to the Premier by the Clerk. The House may, by resolution, authorise the Speaker to make arrangements for the return of such papers.
270. Distribution	Each Member, upon request, shall be entitled to receive one copy of each paper tabled and ordered to be printed.
271. Incorporation of material into Hansard	The incorporation of material into Hansard shall be by leave of the Speaker.

Chapter 23

Committees

Chapter outline

This chapter concerns the operation of committees administered by the Legislative Assembly. It includes:

- procedures for the election of the Chair and Deputy Chair,
- quorum and committee membership rules,
- procedures for voting on a question, including the casting vote,
- procedures for conducting committee meetings and taking evidence, and
- procedures for the consideration, adoption, and tabling of committee reports.

General provisions

272.	The following rules shall apply for the appointment and conduct of all committees, unless otherwise ordered or provided by statute.
273. Number of members	A committee shall consist of between five and ten members.
273A. Substitute committee members	<p>(1) Where a member of a Portfolio Standing Committee finds they are unable to continue to sit on the Committee temporarily they may stand down for a period of time, or for a particular inquiry, and a member may be appointed by the House as their substitute for the period concerned.</p> <p>(2) If the House is not sitting, the member unable to attend a meeting of the Committee may, in writing to the Chair of the Committee, nominate a member to act as a substitute member at that meeting.</p> <p>(3) If the member is incapacitated or unavailable, a letter to the Chair of the Committee nominating a member to act as a substitute member of the Committee may be signed on behalf of the member by the office holders responsible for nominating members to the Committee.</p> <p>(4) The substitute member has all the rights of a Committee member, including to participate in all Committee proceedings and to vote on any question before the Committee.</p>
17 January 2022	
274. Appointment or discharge of committee members	Motions appointing and discharging Members from committees may be moved without notice when there is no question before the Chair.
3 July 2009	
275. Speaker, Deputy Speaker and Assistant Speaker exempt	The Speaker, Deputy Speaker and Assistant Speaker shall not be chosen to serve on committees except with their consent.

276. Personal or pecuniary interest	A Member shall not participate as a committee member in a matter under inquiry by a committee if personally interested or if the Member has a direct pecuniary interest in the matter under inquiry not held in common with other citizens of the State.
3 July 2009	
277. Notice of appointment	The notice of motion for the appointment of every committee may contain the names of the Members the mover intends to serve on the committee.
278. Ballot	Any Member may call for a ballot for the selection of committee members.
279. First meeting	The date and time of the first meeting shall be set by the mover if a member of the committee, otherwise the Clerk shall call the meeting.
280. Quorum	A quorum for committees is three members.
281. Quorum not present at first meeting	If a quorum is not present within 15 minutes of the time set for a meeting, the meeting shall lapse and the Chair, if appointed, or the Clerk shall issue notices for the next meeting.
282. Election of Chair and Deputy Chair	<ol style="list-style-type: none"> (1) At the first meeting of a committee, or if a vacancy occurs, a Chair and Deputy Chair shall be elected. (2) The Speaker, upon being advised, shall report the appointments of a committee Chair and a Deputy Chair to the House.
17 January 2022	
283. Voting	<ol style="list-style-type: none"> (1) A question arising at a meeting of a committee shall be determined by a majority of the votes of the members present and voting. (2) The Chair shall exercise a deliberative vote and, in the event of an equality of vote, shall exercise a casting vote, except upon a private bill.
3 July 2009	
284. Absence of Chair	In the absence of the Chair, the Deputy Chair shall act as Chair. If the Chair and Deputy Chair are both absent, committee members present from day to day may elect an acting chair.
285. Minutes	<p>The minutes of committee meeting shall record:</p> <ol style="list-style-type: none"> (1) Members present and apologies received. (2) Every motion and amendment moved and the name of the mover. (3) Every proceeding and decision not the subject of a resolution. (4) The names of members voting in a division and whether for or against the motion.

286. Quorum not present during meeting	If during a sitting of a committee, attention is drawn to the absence of a quorum the Chair shall suspend the sitting until a quorum is formed or adjourn the committee to a later time.
287. Times of sitting	A committee may adjourn from time to time and from place to place and may sit during any sittings or adjournment of the House.
288. Persons, papers, records and exhibits	A committee shall have power to send for persons, papers, records, exhibits and things.
289. Witnesses	Summonses to be issued to witnesses shall be signed by the Chair of the committee or by the Deputy Chair in the absence of the Chair.
290. Counsel 3 July 2009	Repealed.
291. Examination of witnesses	Witnesses shall be examined on oath or affirmation as follows: (1) The Chair may first question the witness uninterrupted upon the subject matter of the inquiry. (2) Other members may then ask questions.
292. Recording of evidence	The questions and the evidence of witnesses shall be reported by Hansard unless otherwise ordered by the committee.
293. Correction of evidence	Witnesses may correct their evidence. Corrections shall be confined to verbal inaccuracies. Evidence can only be altered in substance by re-examination.
294. Admission to hearings	At a hearing any person may be admitted but may be excluded at the discretion of the Chair or at the request of any committee member.
295. Meetings 3 July 2009	(1) At a deliberative meeting only committee members and committee officers shall be present unless the attendance of other persons has been authorised by the committee. (2) A committee is authorised to conduct proceedings by electronic communication without Members of the committee or witnesses being present in one place, provided that: (a) When a committee deliberates, members of the committee constituting a quorum are able to speak to and hear each other contemporaneously. (b) When a witness gives oral evidence, members of the committee constituting a quorum are able to hear the witness contemporaneously and to put questions to the witness in each other's hearing.

296. In camera evidence	All persons other than committee officers shall be excluded when the committee is meeting in camera.
297. No disclosure unless authorised	A member or any other person shall not disclose evidence, submissions or other documents and information presented to the committee which have not been reported to the House unless such disclosure is first authorised by the House or the committee.
298. Serious allegations to be reported immediately	Serious allegations made before any committee about a Member of the House shall be reported to the House at once without further investigation and may only be considered by a substantive motion in the House.
299. Referrals and tabling of reports 3 July 2009	<p>(1) At the time provided in the Routine of Business, the Chair of a committee shall advise the House of any inquiries that have been referred to the committee by a Minister or that the committee has resolved to conduct at the time provided in the Routine of Business.</p> <p>(2) A committee may report upon its deliberations and present its minutes, evidence and other documents from time to time.</p>
300. Draft report	The Chair shall prepare the draft report for consideration by the committee and may circulate it on a confidential basis to committee members only.
301. Consideration of draft report	<p>The draft report shall be considered as follows:</p> <p>(1) Unless previously circulated, the Chair shall read the report.</p> <p>(2) The committee may order it to be circulated and a subsequent day named for its consideration.</p> <p>(3) Unless the committee otherwise resolves, the report shall be considered paragraph by paragraph – the question being “That the paragraph be agreed to”.</p> <p>(4) A member may move an amendment to the paragraph at the time it is under consideration.</p> <p>(5) After the draft report has been considered, the whole or any paragraph may be reconsidered and amended.</p> <p>(6) After consideration, the committee may adopt the report with or without amendment.</p>
302. Chair to sign report 3 July 2009	The report shall be signed by the Chair or another Member appointed by the committee in the event of the Chair’s unavailability or refusal.
303. Report tabled	The report together with the minutes, evidence and other documents shall be tabled by the Chair or another Member signing the report or other member of the committee on that Member’s behalf.

303A. Government responses to committee reports	<p>(1) On the tabling of a report from a committee, which recommends that action be taken by the Government, the Clerk is to refer the report to the relevant Minister(s), who must within six months of a report being tabled, report to the House what action, if any, the Government proposes to take in relation to each recommendation of the committee.</p> <p>(2) If at the time at which the Minister seeks to report to the House, the House is not sitting, a Minister may present the response to the Clerk.</p> <p>(3) A response presented to the Clerk is:</p> <p>(a) On presentation, and for all purposes, deemed to have been tabled and printed, and may be circulated.</p> <p>(b) Reported to the House at its next sitting.</p>
3 July 2009	
304. Order to print	The report may, without debate, be ordered to be printed.
305. Tabling with the Clerk	<p>Should the House be adjourned and a committee agree to any report before the House resumes sitting:</p> <p>(1) The committee may send any such report, minutes and evidence taken before it to the Clerk;</p> <p>(2) Upon receipt the documents shall be deemed to be published, and the report shall be printed and may be circulated; and</p> <p>(3) The documents shall be reported in the House at its next sitting.</p>
306. Committee reports, tabling in the House and debate	<p>(1) The report and associated documents of any committee (not being a legislation committee or the Standing Orders and Procedure Committee) shall be presented at the time provided in the Routine of Business, or at any other time with the leave of the House.</p> <p>(2) The Member presenting the report may move "That the document be printed". This question shall be decided without debate or amendment.</p> <p>(3) Reports from committees (not being reports of the Standing Orders and Procedure Committee) 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".</p> <p>(4) Such Orders of the Day may be considered at the time allocated in the Routine of Business on Wednesday for a period of up to 30 minutes. Any interrupted item of business shall stand as an Order of the Day for tomorrow.</p> <p>(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.</p> <p>(6) When the Order of the Day is called on and not proceeded with, consideration of the report shall be postponed until the next Wednesday 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.</p> <p>(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.</p> <p>(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.</p>
17 January 2022	

307. Action on report	If any measure or proceeding be necessary upon a committee report it shall be considered by the House by motion on notice.
308. Payment of witnesses	A witness, at the discretion of the committee and recorded in the minutes, may be paid for attendance at the rate of a witness before the Supreme Court. The Chair shall certify such payment.
309. Committee lists	Lists of all committees shall be fixed on notice boards.
310. Similar committees	A committee shall have the power to consider and make use of evidence and records of similar committees appointed during a previous session of the current Parliament or the previous Parliament.

Communications between committees

311. Conference with Council committee	No committee of the House may confer with a committee of the Council without leave of the House.
312. Conference desired by message	When any such order has been made it shall be communicated by message to the Council with a request that leave may be given to the committee of the Council to confer with the committee of the House.
313. Committees communicate by word of mouth	Every committee of the House directed to confer with any committee of the Council may confer freely by word of mouth, unless the House otherwise orders.
314. Committee of House to report proceedings at a conference	The proceedings of every conference between a committee of the House and a committee of the Council shall be reported in writing to the House by its own committee.

Standing committees

315. Appointment	The House may from time to time appoint standing committees on notice of motion to meet and report on specified subjects during the term of the Parliament in which they are appointed.
316. Rules	The general provisions for committees shall apply to standing committees.

317.	Standing committees	The Standing Orders and Procedure Committee, the Library Committee and the House Committee shall be standing committees.
318.	Speaker ex-officio member	The Speaker shall be ex-officio a member of the Standing Orders and Procedure Committee, the Library Committee and the House Committee.

Joint committees

319. Names stated	If the House proposes a joint committee, the message shall state the names of the Members to be appointed.
320. First meeting	The House originating the message for the appointment of a joint committee shall not nominate the time and place for the first meeting.
321. Quorum	At least three Members of the House must be present at every meeting of a joint committee.
322. Report	The House shall receive a report of any joint committee proceedings from one of its Members on that committee.

Legislation committees

323. Legislation committees

17 January 2022

- (1) Immediately after a motion for a bill to be read a second time has been agreed to, any Member may move without notice **“That the (name of the bill) be referred to a legislation committee for consideration and report”**.
- (2) A legislation committee shall consider and report to the House on amendments to the clauses and schedules of the bill which it considers could be proposed for consideration in detail, together with a schedule of amendments which should be proposed.
- (3) A committee shall have a maximum of six Members – three shall be Members representing the Government and three shall be non-Government Members.
- (4) The Chair and Deputy Chair shall be elected by the committee and shall be Government Members.
- (5) A quorum shall be four Members.
- (6) The Chair shall exercise a deliberative vote, and in the event of an equality of votes, a casting vote.
- (7) A committee may meet during the sittings or any adjournment of the House and shall have power to take evidence and call for persons, papers, exhibits and things and to report from time to time.
- (8) In all other respects a committee shall be conducted in accordance with the general provisions relating to committees.
- (9) A committee shall not travel.
- (10) The Minister having portfolio responsibility for the bill shall provide the committee with such drafting and support services as requested by the committee.
- (11) A committee shall table its final report no later than 6 months from the date of the committee's establishment.
- (12) When the Chair tables the final report of a committee the Speaker shall set down its consideration in detail as an Order of the Day with the bill.
- (13) If the House is not sitting at the time of report the Chair shall forward such report to the Clerk for report at the next sitting of the House.

Chapter 24

Witnesses

Chapter outline

This chapter concerns procedures for witnesses appearing before the House, and for Members participating in committee inquiries.

324. Summons	The Clerk shall summons witnesses, not being Members, to attend before the House.
325. Attendance of Member directed	The House may direct the attendance of one of its Members for examination and the Speaker shall issue such order.
326. Attendance requested	The Chair of a committee may request in writing a Member or officer of the House to attend a hearing as a witness. If the Member or officer refuses, the committee shall take no action other than to report the refusal to the House. An officer means a member of staff employed solely by the Speaker.
327. Request for Council attendance	If the House or a committee, upon request wishes to examine a Member or officer of the Council, a message shall be sent requesting the Council to grant leave.
328. Council request for Assembly attendance	If the Council or one of its committees wishes to examine a Member or officer of the Assembly, the House may authorise the Member to attend if the Member agrees. The House may order an officer to attend.
329. Introduced by Serjeant-at-Arms	A witness before the House shall be introduced by the Serjeant-at-Arms and be examined at the Bar.
330. Member examined in place	A Member shall be examined in the Member's place.

331. Speaker puts questions	A witness appearing before the House shall be examined by Members putting questions through the Speaker.
332. Members may question	A witness appearing when the House is considering a matter in detail may be questioned directly by Members.
333. Objection to question	If any question is objected to by a witness or a Member, the witness shall withdraw while the House considers the matter.
334. Officers not to give evidence without leave	An officer of the House or a member of the reporting staff may not give evidence elsewhere in respect of any proceedings of the House or a Committee except with the leave of the House.

Chapter 25

Messages between the House and the Legislative Council

Chapter outline

This chapter concerns communication between the Legislative Assembly and the Legislative Council by message.

335. Communication by message	The House may communicate with the Council by message.
336. Message conveying resolution	A Member may move at any time without notice that a resolution of the House be communicated by message to the Council. The question shall be decided without debate or amendment.
337. Speaker to sign	Messages from the Assembly shall be signed by the Speaker and delivered by the Clerk.
338. Receipt of messages	Messages from the Council shall be received by a Clerk-at-the-Table at the Bar of the House if the House is sitting. If the House is not sitting messages shall be received by the Clerk.
339. Report of messages	Messages from the Council shall be handed to the Speaker for report when other business is not before the House.
340. Consideration of messages	Messages from the Council may be considered: (1) Forthwith; or (2) At a later hour; or (3) Tomorrow; or (4) On a future day.

Chapter 26

Conferences between the House and the Legislative Council

Chapter outline

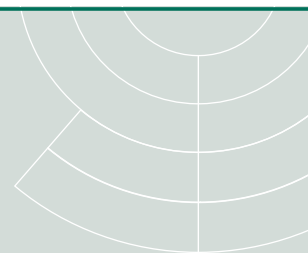
This chapter concerns the rules and procedures for the request for and conduct of free and ordinary conferences between the Legislative Assembly and the Legislative Council.

341. Communication by conference	The House may communicate with the Council by ordinary or free conference.
342. Rules of ordinary conference	<p>At an ordinary conference:</p> <ol style="list-style-type: none">(1) The minimum number of Assembly managers shall be five.(2) All communication between the managers shall be in writing.(3) The duty of the Assembly managers is confined to reading and delivering the reasons or resolutions to the Council managers or hearing and receiving reasons or resolutions from the Council managers.
343. Rules of free conference	<p>At a free conference:</p> <ol style="list-style-type: none">(1) The minimum number of Assembly managers shall be ten.(2) The managers may confer verbally and without restriction with the Council managers.
344. Motion	<p>A motion requesting a conference shall contain:</p> <ol style="list-style-type: none">(1) The names of the Members proposed to be the managers for the Assembly.(2) A statement of the general objects of the conference.
345. Message	<p>The message requesting a conference shall state:</p> <ol style="list-style-type: none">(1) The general objects of the conference.(2) The number of Members the Assembly will appoint.
346. Restriction on request for conference	<p>The House may not request a conference in respect of a subject matter in possession of the Council.</p> <p>This Standing Order does not preclude a demand being made for a free conference in any case where the Council has rejected a bill transmitted by the Assembly to the Council, or has failed within the meaning of section 5B of the Constitution Act 1902, to pass it, or has passed it with any amendment to which the Assembly does not agree.</p>

347. Ballot	A ballot may be required if a Member declines to serve as a manager.
348. House agreeing to conference not to appoint meeting	The House requesting the conference shall not appoint the time and place for the conference and agreement or otherwise shall be communicated by message.
349. Business suspended during conference	During any conference the business of the House shall be suspended until the ringing of one long bell.
350. Report	Any report from the managers from a conference shall be reported forthwith.

Chapter 27

Balloting



Chapter outline

This chapter concerns procedures for conducting ballots.

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| 351. Bells rung prior to ballot | Before the House proceeds to any ballot, the bells shall be rung as in a division. No other business shall be conducted during the balloting period. |
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| 352. Procedure | <p>Unless otherwise provided, every ballot shall be conducted as follows:</p> <ol style="list-style-type: none">(1) Each Member in the House shall give the Clerk a list indicating the names of the Member(s) of their choice not exceeding or less than the number to be elected.(2) Lists indicating more or less than the number required shall be void and rejected.(3) The Clerk shall collect the lists and report to the Speaker the names of the Member(s) with the most votes and shall keep a record of the conduct of the ballot.(4) The Speaker shall declare such Member(s) to be elected.(5) In the event of an equality of votes the Speaker shall decide the Member or Members to serve. |
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| 353. Closure of ballot | The ballot shall be closed 30 minutes after the ringing of the bells. |
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Chapter 28

Addresses to the Sovereign and to the Governor



Chapter outline

This chapter concerns addresses to the Sovereign and the Governor.

354. Address to Governor	All Addresses to the Governor shall be presented by the Speaker unless otherwise ordered.
355. Presentation of address	When Addresses are presented to the Governor: (1) Members of the House may be present. (2) The Address shall be read by the Speaker. (3) The mover and seconder of the Address shall stand to the left of the Speaker.
356. Address to the Sovereign	In the case of an Address to the Sovereign the Speaker shall forward it to the Governor for presentation.
357. Report of answer	The Governor’s answer to any Address presented shall be reported to the House by the Speaker.

Chapter 29

Private bills

Chapter outline

This chapter concerns procedures for private bills (being bills for the interest or benefit of a particular person, group of people or organisation, as distinct from private Members' bills).

358. Procedure

17 January 2022

The procedure for the passage of a private bill on petition is as follows:

- (1) At least 3 months prior to the presentation of the petition, a notice of intention to introduce a bill containing a true statement of the general objects of the bill shall be published once a week for 4 consecutive weeks in the Government Gazette, in at least one major newspaper published in Sydney and in the district affected by the bill.
- (2) The petition, with a printed copy of the proposed bill attached and signed by one or more of the parties applying for the bill shall be presented and received by the House.
- (3) The petition must contain:
 - (a) proof of the publication of the notice in the Government Gazette and the newspapers.
 - (b) a true statement of the general objects of the bill.
 - (c) a request to introduce the bill.
- (4) When the petition has been received, notice of motion for the introduction of the bill shall be given, and such bill shall be brought in within 30 days.
- (5) The motion for the introduction of the bill cannot be objected to and the motion cannot be amended or debated.
- (6) Before being introduced and read a first time, the bill shall be printed and sufficient copies shall be delivered to the Clerk.
- (7) Before being introduced and read a first time, and from time to time thereafter, the Clerk shall be entitled to claim such expenses from the promoters of the bill as the Clerk deems reasonable.
- (8) After the first reading, the bill by motion on notice shall be referred to a select committee.

359. General provisions apply

Unless otherwise ordered the general provisions relating to committees shall apply to select committee on private bills.

360. Special rules	In the select committee:
17 January 2022	<ul style="list-style-type: none"> (1) The committee shall require proof of the allegations contained in the preamble. (2) The Chair shall have a deliberative and a casting vote. (3) Every petition in reference to the bill shall be deemed to be referred to the committee. (4) After taking evidence a question shall be put from the Chair – “That the preamble be agreed to” <ul style="list-style-type: none"> (a) If the question passes in the negative, the committee shall not proceed further with the bill and report accordingly. (b) If the question is resolved in the affirmative the committee shall consider the clauses of the bill and any amendments may be proposed. (5) The committee having reported in favour of the bill, it shall be proceeded with as in the case of public bills, and a later time set down for the second reading.
361. From Council	A private bill coming to the Assembly from the Council if accompanied by printed copies of the reports and proceedings of its select committee shall be proceeded with as a public bill.
362. Not numbered	Private bills shall not be numbered after assent.
363. Lapsed bill	<ul style="list-style-type: none"> (1) A private bill introduced in the Assembly which has lapsed because of prorogation may be proceeded with if a petition is lodged by the promoters within 10 clear sitting days of the new session of the same Parliament. (2) If the petition is received a motion may be moved without notice that the House proceed with the same bill, with any alterations which may have been made in the previous session. (3) The bill shall proceed from the point of interruption it had reached in the previous session if the bill is in the Assembly. (4) If the bill was in the Council at prorogation, a message may be sent to the Council requesting that the bill be restored to the Council’s business paper. (5) If already examined by a select committee, it shall not be necessary for another select committee to examine the bill. (6) If the bill had been referred to but not reported upon by a select committee in the previous session it shall be referred to another committee comprising as nearly as possible the same Members. (7) The committee shall be referred all minutes, papers and petitions in possession of the previous committee and previous requirements shall be deemed to have been satisfied.

Chapter 30

Standing and Sessional Orders

Chapter outline

This chapter concerns the adoption of Sessional Orders and suspension of Standing and Sessional Orders.

364. Sessional Orders – adoption

The House may from time to time adopt Sessional Orders which shall have effect for the duration of the session, unless otherwise ordered.

365. Suspension of Standing Orders

20 February 2023

Standing Order amended by Sessional Order on 9 May 2023

- (1) A Member may, at any time after 10.30 a.m. and up to 1.30 p.m., without leave, move a motion to suspend Standing and Sessional Orders to deal with any matter.
 - (2) A Minister may, at any time without leave, move a motion to suspend Standing and Sessional Orders to deal with any matter.
 - (3) The mover, one other Member and the mover in reply shall be entitled to speak to the motion for up to five minutes each.
 - (4) When the mover is a Member not supporting the Government, the response shall be by a Minister and, when the mover is a Member supporting the Government the response shall be by the Leader of the Opposition or a Member deputed.
 - (5) Such motions shall not be entertained during Question Time.
 - (6) The closure shall not apply.
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Chapter 31

Parliamentary Secretaries

Chapter outline

This chapter concerns the role of Parliamentary Secretaries and lists the circumstances where they cannot act on behalf of a Minister.

366. Parliamentary Secretaries

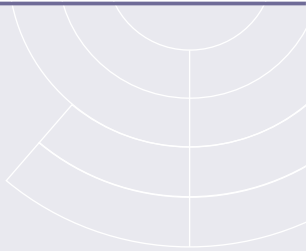
17 January 2022

Parliamentary Secretaries may act on behalf of Ministers and references to Ministers in the Standing and Sessional Orders shall be taken to include references to Parliamentary Secretaries except in respect of the following Standing Orders:

- 2(9) Inform the House when the Governor will give reasons for opening of Parliament
- 11(3) Inform the House when the Governor will receive the House with its new Speaker
- 26 Front bench reserved for Ministers
- 34 Days and hours of sitting
- 46 Adjournment of the House
- 90 Issue a notification for the allocation of time
- 102 Arrange government business
- 112 No confidence in a Minister
- 125 Petitions
- 126 Questions to Ministers
- 131(5) Oral Questions
- 132 Time for lodging answers to written questions
- 189 Declare a bill urgent
- 190, 243 Governor's message not required for Appropriation and taxing bills introduced by a Minister
- 246(1) Estimates committees
- 269 Order for papers
- 323(10) Legislation Committees
- 365(4) Suspension of Standing Orders (response to motion)

Chapter 32

Proceedings of the Legislative Assembly



Chapter outline

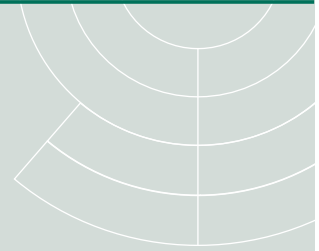
This chapter concerns the House's authorisation of the publication of Hansard and provides for the filming and broadcasting of proceedings.

367. Publication of Hansard	The House authorises the publication of the record of its debates and proceedings known as the “Parliamentary Debates (Hansard)”.
368. Filming and broadcast of proceedings	Suspended.
Standing Order amended by Sessional Order on 9 May 2023	
369. Electronic transactions	All references throughout the Standing and Sessional orders to the requirement for matters to be authorised or transacted in writing, will be met through electronic transmission of documents bearing clearly displayed signatures.
Sessional Order adopted on 9 May 2023	

Speaker's Guideline

Use of offensive disorderly words, and unparliamentary language

Issued 19 September 2024 pursuant to Standing Order 9(2)



Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74.

Where a Member has used such language, taking into account the context, tone and manner of the Member speaking, the Speaker may intervene and direct the Member to withdraw the remark, resume their seat or discontinue the behaviour concerned.

Under the authority of the relevant Standing Orders, it is the role and responsibility of the Speaker to deal with any such conduct as matters of disorder. Where a Member refuses to comply with a direction of the Speaker, further action may be taken, including directing the removal of the Member from the House under Standing Order 249 or 249A.

I also note that Standing Order 250(3) provides that a Member may be named by the Speaker for using offensive words, and refusing to withdraw them, with the potential consequence of suspension from the service of the House.

Code of Conduct for Members

Adopted 9 May 2023

That this House adopt, for the purposes of section 9 of the Independent Commission Against Corruption Act 1988, the following Code of Conduct–

PREAMBLE

Members of Parliament acknowledge their responsibility to maintain the public trust placed in them by performing their duties with honesty and integrity, respecting the law and the institution and conventions of Parliament, and using their influence to advance the common good of the people of New South Wales.

THE CODE

1 Purpose of the Code

The purpose of this Code of Conduct is to assist all Members in the discharge of their parliamentary duties and obligations to the House, their electorates and the people of NSW.

The Code applies to Members in all aspects of their public life.

In complying with this Code, Members shall base their conduct on a consideration of the public interest, avoiding conflict between personal interest and their duties as a Member of Parliament. It does not apply to Members in their purely private and personal lives.

Members will not act dishonestly for their own personal gain, or that of another person.

It is recognised that some Members are non-aligned and others belong to political parties. Organised political parties are a fundamental part of the democratic process. Participation in the activities of organised political parties is within the legitimate activities of Members of Parliament.

PROPER EXERCISE OF POWER

2 Improper influence

- a) No member shall act as a paid advocate in any proceeding of the House or its committees.
- b) A Member must not knowingly and improperly promote any matter, vote on any bill or resolution or ask any question in the Parliament or its Committees in return for any remuneration, fee, payment, reward or benefit in kind, of a private nature, which any of the following persons has received, is receiving or expects to receive as a consequence:
 - (i) The Member;
 - (ii) A member of the Member's family;
 - (iii) A business associate of the Member; or
 - (iv) Any other person or entity from whom the Member expects to receive a financial benefit.
- c) A Member must not knowingly and improperly use his or her influence as a Member to seek to affect a decision by a public official including a Minister, public sector employee, statutory officer or officer of a public body, to further, directly or indirectly, the private interests of the Member, a member of the Member's family, or a business associate of the Member.

3 Use of public resources

The use of public resources should not knowingly confer any undue private benefit on the Member or, on any other person, or entity.

Members must take reasonable steps to apply the public resources to which they are granted access according to any guidelines or rules about the use of those resources.

Commentary

There is a range of information available to Members to assist them in determining the accurate and appropriate use of resources including:

- The Legislative Assembly Members' Guide;
- The Legislative Council Members' Guide;
- The Department of Parliamentary Services Members' Entitlements Handbook; and
- The Parliamentary Remuneration Tribunal's Annual Report and Determination of Additional Entitlements for Members of the Parliament of New South Wales.

In addition it is open to any Member to seek advice on these matters from the Clerks of the House, Senior Parliamentary Officers, or the Parliamentary Ethics Adviser.

4 Use of confidential information

Information which Members receive in confidence in the course of their parliamentary duties should be used only in connection with those duties. It must never be knowingly and improperly used for the private benefit of themselves or any other person or persons.

5 Limitation on breach of Code

This code is not breached by reason of a benefit or interest that could be or was advanced or received by the persons set out in 2(b)(i)-(iv) by reason of them being a member of the public or a member of a broad class.

OPENNESS AND ACCOUNTABILITY

6 Disclosure of interests

Members shall fulfil conscientiously the requirements of the House in respect of the Register of Disclosures by Members.

Commentary

The Constitution (Disclosures by Members) Regulation 1983 (the Regulation) requires that Members lodge regular returns, disclosing certain interests such as real property, interests and positions in corporations, income, debts and gifts.

The Regulation also requires that each Clerk compile and maintain a Register of Disclosures for their respective Houses. The purpose of the Register of Disclosures is to promote greater transparency, openness, and accountability in the parliamentary process.

Members' attention is drawn to the following sources of information and advice on compliance with the requirements of the Regulation:

- Schedule 1 of the Regulation outlines the requirements for each type of interest to be disclosed, and gives examples as to how to make entries on the return;
- The respective guides for Members of the Legislative Assembly and the Legislative Council explain the requirements of the pecuniary interest disclosure regime in plain language, with examples where possible; and
- It is also open to any Member to seek advice on these matters from the Clerks of the House or the Parliamentary Ethics Adviser.

In conjunction with the Regulation and this code, the following Standing Orders apply in relation to personal or pecuniary interests:

- Legislative Assembly Standing Orders 176-7 and Legislative Council Standing Order 113(2) on voting in divisions; and
- Legislative Assembly Standing Order 276 and Legislative Council Standing Order 210(10) on participating in committee inquiries.

7 Conflicts of interest

Members must take reasonable steps to avoid, resolve or disclose any conflict between their private interests and the public interest. The public interest is always to be favoured over any private interest of the Member.

Members shall take reasonable steps to draw attention to any conflicts between their private interests and the public interest in any proceeding of the House or its Committees, and in any communications with Ministers, Members, public officials or public office holders.

A conflict of interest does not exist where the Member is only affected as a member of the public or a member of a broad class.

Commentary

Members should be aware of the important distinction between disclosing an interest and having a conflict of interest.

There are certain pecuniary interests that must be disclosed on the Register of Disclosures although these may never come into conflict with a Members' duties. There are also interests that are not required to be disclosed on the Register of Disclosures but which could give rise to a conflict of interest if they are not managed appropriately.

It is open to any Member to seek advice on these matters from the Clerks of the House or the Parliamentary Ethics Adviser.

8

Gifts

- a) Members must take reasonable steps to disclose all gifts and benefits received in connection with their official duties, in accordance with the requirements for the disclosure of pecuniary interests.
- b) Members must not knowingly accept gifts that could reasonably be expected to give rise to a conflict of interest or could reasonably be perceived as an attempt to improperly influence the Member in the exercise of his or her duties.
- c) Nothing in this Code precludes the giving or accepting of political donations in accordance with the Electoral Funding Act 2018.

Commentary

The Constitution (Disclosures by Members) Regulation 1983 (the Regulation) requires that Members lodge regular returns, disclosing certain interests such as real property, interests and positions in corporations, income, debts and gifts.

The Regulation also requires that each Clerk compile and maintain a Register of Disclosures for their respective Houses. The purpose of the Register of Disclosures is to promote greater transparency, openness, and accountability in the parliamentary process.

Members' attention is drawn to the following sources of information and advice on compliance with the requirements of the Regulation:

- Schedule 1 of the Regulation outlines the requirements for each type of interest to be disclosed, and gives examples as to how to make entries on the return;
- The respective guides for Members of the Legislative Assembly and the Legislative Council explain the requirements of the pecuniary interest disclosure regime in plain language, with examples where possible; and
- It is also open to any Member to seek advice on these matters from the Clerks of the House or the Parliamentary Ethics Adviser.

UPHOLDING THE CODE

9

Upholding the Code

Members have a duty to cooperate fully with any processes established under the authority of the House concerning compliance with this Code.

Breaches of this Code may result in action being taken by the House in relation to a Member. A substantial breach of the Code may constitute corrupt conduct for the purposes of the Independent Commission Against Corruption Act 1988.

This resolution has continuing effect unless and until amended or rescinded by resolution of the House.

Citizen's Right of Reply

Adopted 9 May 2023

That, during the current Parliament, unless otherwise ordered, the following Citizens' Right of Reply be adopted:

- (1) That where a submission is made in writing by a person who has been referred to in the Legislative Assembly by name, or in such a way as to be readily identified:
 - (a) claiming that the person or corporation has been adversely affected in reputation or in respect of dealings or associations with others, or injured in occupation, trade, office or financial credit, or that the person's privacy has been unreasonably invaded, by reason of that reference to the person or corporation; and
 - (b) requesting that the person be able to have consideration given to an appropriate response being published by the Legislative Assembly or incorporated into Hansard,

and the Speaker is satisfied:

- (c) that the subject of the submission is not so obviously trivial or the submission so frivolous, vexatious or offensive in character as to make it inappropriate that it be considered by the Standing Orders and Procedure Committee;
 - (d) the submission was received within 6 months after the relevant comments were made in the House unless the applicant can show exceptional circumstances to explain the delay; and
 - (e) that it is practicable for the Committee to consider the submission under this resolution, the Speaker shall refer the submission to that Committee.
- (2) That the Committee may decide not to consider a submission referred to it under this resolution if the Committee considers that the subject of the submission is not sufficiently serious or the submission is frivolous, vexatious or offensive in character, and such a decision shall be reported to the Legislative Assembly.
- (3) That if the Committee decides to consider a submission under this resolution, the Committee may confer with the person who made the submission and any Member who referred in the Legislative Assembly to that person or corporation.
- (4) That in considering a submission under this resolution, the Committee shall meet in private session.
- (5) That the Committee shall not publish a submission referred to it under this resolution of its proceedings in relation to such a submission, but may present minutes of its proceedings and all or part of such submission to the Legislative Assembly.
- (6) In considering a submission under this resolution and reporting to the Legislative Assembly the Committee shall not consider or judge the truth of any statements made in the Legislative Assembly or the submission.
- (7) That in its report to the Legislative Assembly on a submission under this resolution, the Committee may make either of the following conclusions:
 - (a) that no further action be taken by the Committee or the Legislative Assembly in relation to the submission; or
 - (b) that a response by the person who made the submission, in terms specified in the report and agreed to by the person or corporation and the Committee, be published by the Legislative Assembly or incorporated in Hansard by the Speaker.
- (8) That a document presented to the Legislative Assembly under paragraph (5) or (7):
 - (a) in the case of a response by a person or corporation who made a submission, shall be succinct and strictly relevant to the questions in issue and shall not contain anything offensive in character; and
 - (b) shall not contain any matter the publication of which would have the effect of:

Appendix: Resolutions of the House

- (i) unreasonably adversely affecting or injuring a person or corporation, or unreasonably invading a person's privacy, in the manner referred to in paragraph (1); or
 - (ii) unreasonably adding to or aggravating any such adverse effect, injury or invasion of privacy suffered by a person.
- (9) That a corporation making a submission under this resolution is required to make it under their common seal.
- (10) The provisions of Standing Order 306 do not apply to any report made by the Committee to the Legislative Assembly under this resolution.

Parliamentary Ethics Adviser

Adopted 17 June 2014

The Parliamentary Ethics Adviser shall have the following functions.

Advice to Members of Parliament

(1)

- (a) The Parliamentary Ethics Adviser is to advise any member of Parliament, when asked to do so by that member, on ethical issues concerning the exercise of his or her role as a member of Parliament (including the use of entitlements and potential conflicts of interest).
- (b) The Parliamentary Ethics Adviser is to be guided in giving this advice by any Code of Conduct or other guidelines adopted by the House (whether pursuant to the Independent Commission Against Corruption Act or otherwise).
- (c) The Parliamentary Ethics Adviser's role does not include the giving of legal advice.

Advice to Ministers on post-separation employment

- (2) The Parliamentary Ethics Adviser must on request by a Minister provide written advice to the Minister as to whether or not the Adviser is of the opinion that the Minister's:
- (a) acceptance of an offer of post-separation employment or engagement which relates to the Minister's portfolio responsibilities (including portfolio responsibilities held during the previous two years of ministerial office); or
 - (b) decision to proceed, after the Minister leaves office, with a proposal to provide services to third parties (including a proposal to establish a business to provide such services) which relates to the Minister's portfolio responsibilities (including portfolio responsibilities held during the previous two years of ministerial office),

would give rise to a reasonable concern that:

- (c) the Minister's conduct while in office was influenced by the prospect of the employment or engagement or the proposal to provide services; or
 - (d) the Minister might make improper use of confidential information to which he or she has access while in office.
- (4) If the Adviser is of the opinion that accepting the proposed employment or engagement or proceeding with the proposal to provide services might give rise to such a reasonable concern, but the concern would not arise if the employment or engagement or the provision of services were subject to certain conditions, then he or she must so advise and specify the necessary conditions.
- (5) The Adviser's advice must include:
- (a) a general description of the position offered, including a description of the duties to be undertaken, or the services to be provided, based on material provided by the Minister or former Minister but excluding any information that the Minister or former Minister indicates is confidential; and
 - (b) the Adviser's opinion as to whether or not the position may be accepted, or the services may be provided, either with or without conditions.
- (6) Where the Adviser becomes aware that a Minister or former Minister has accepted a position, or has commenced to provide services, in respect of which the Adviser has provided advice, the Adviser must provide a copy of that advice to the Presiding Officer of the House to which the Minister belongs or to which the former Minister belonged.

Keeping of records

- (7) The Parliamentary Ethics Adviser shall be required to keep records of advice given and the factual information upon which it is based.

- (8) Subject to clause 6, the Parliamentary Ethics Adviser shall be under a duty to maintain the confidentiality of information provided to him in exercising his function and any advice given, but the Parliamentary Ethics Adviser may make advice public if the person who requested the advice gives permission for it to be made public.
- (9) This House shall only call for the production of records of the Parliamentary Ethics Adviser if the person to which the records relate has:
 - (a) in the case of advice given under clause 1(a), sought to rely on the advice of the Parliamentary Ethics Adviser; or
 - (b) given permission for the records to be produced to the House.

Annual meeting with committees

- (10) The Parliamentary Ethics Adviser is to meet annually with the Standing Committee of each House designated for the purposes of Part 7A of the Independent Commission Against Corruption Act.

Report to Parliament

- (11)
 - (a) The Parliamentary Ethics Adviser shall be required to report to the Parliament annually on the number of ethical matters raised with him, the number of members who sought his advice, the amount of time spent in the course of his duties and the number of times advice was given.
 - (b) The Parliamentary Ethics Adviser may report to the Parliament from time to time on any problems arising from the determinations of the Parliamentary Remuneration Tribunal that have given rise to requests for ethics advice and proposals to address these problems.
- (12) That a message be sent informing the Legislative Council of the resolution.

Broadcast Resolution

Adopted 9 May 2023

That:

- 1) The House authorises the broadcast and re-broadcast of the proceedings and excerpts of proceedings of the House and its committees in accordance with this resolution.
- 2) The House authorises the sound and vision broadcast of the proceedings of the House and its committees, including the publication of audio captions, through:
 - a) the internal broadcast system within Parliament House,
 - b) the direct signal to accredited media within Parliament House,
 - c) the New South Wales Parliament website,
 - d) the New South Wales Parliament's social media channels.
- 3) The House authorises the provision of excerpts of sound and vision coverage (including any audio captions) of the proceedings of the House, including records of past proceedings, through direct access to the Parliament-on-Demand service to persons and organisations as determined by the Speaker.
- 4) Individual requests for excerpts of sound and vision coverage (including any audio captions) of the proceedings of the House by persons or organisations other than those identified in paragraph (3) (or without direct access to the Parliament-on-Demand service) require approval from the Clerk.
- 5) Individual requests for excerpts of sound and vision coverage (including any audio captions) of the proceedings of a committee through the Parliament-on-Demand service require approval from the Clerk-Assistant, Scrutiny and Engagement.
- 6) Despite anything else in this Resolution, the House does not authorise any person to republish audio captioning of the proceedings of the House or its committees.
- 7) For the purpose of this Resolution, the terms 'audio captioning' and 'audio captions' refer to the 'real time' transcription of words spoken in proceedings of the House and its committees.

Conditions for broadcast and rebroadcast of Assembly proceedings

- 8) The live broadcast or rebroadcast of Legislative Assembly proceedings is authorised on the following conditions, and any other terms and conditions, not inconsistent with this paragraph, determined by the Speaker from time to time:
 - a) Only the following broadcast material shall be used:
 - i. the sound and vision coverage provided by the Parliament that is produced for broadcast, re-broadcast and archiving,
 - ii. official broadcast material supplied by parliamentary staff,
 - iii. filming or photography on request by persons or organisations that is approved by the Speaker.
 - b) Broadcast material shall be used only for the purposes of fair and accurate reports of proceedings, and shall not be digitally manipulated nor used for:
 - i. political party advertising or election campaigns,
 - ii. commercial sponsorship or commercial advertising.
 - c) Reports of proceedings shall be such as to provide a balanced presentation of differing views.
 - d) Excerpts of proceedings which are subsequently withdrawn may be broadcast only if the withdrawal is also broadcast.

- e) The instructions of the Speaker, or his or her delegates, on the use of recorded excerpts of proceedings must be observed at all times.

Conditions for broadcast of committee proceedings

- 9) The following conditions apply to the broadcasting of committee proceedings:
 - a) The broadcasting, filming or photography of any public proceedings of a committee is subject to the authorisation of the committee in each instance.
 - b) A committee may determine conditions, not inconsistent with this resolution, for the recording and broadcasting of its proceedings, may order that any part of its proceedings not be recorded or broadcast, and may give instructions for the observance of conditions so determined and orders so made. A committee shall report to the House any wilful breach of such conditions orders or instructions.
 - c) Recording and broadcasting of proceedings of a committee shall not interfere with the conduct of those proceedings, shall not encroach into the committee's work area, or capture documents (either in hard copy or electronic form) in the possession of committee members, witnesses or committee staff.
 - d) Broadcast of committee proceedings shall be used only for the purposes of fair and accurate reports of those proceedings, and shall not be digitally manipulated nor used for:
 - i. political party advertising or election campaigns,
 - ii. commercial sponsorship or commercial advertising.
- 10) Where a committee intends to authorise the broadcasting of its proceedings, a witness who is to appear in those proceedings shall be given reasonable opportunity, before appearing in the proceedings, to object to the broadcasting on the proceedings and to state the ground of the objection. The committee shall consider any such objection, having regard to the proper protection of the witness and the public interest in proceedings, and if the committee decides to permit broadcasting of the proceedings notwithstanding the witness' objection, the witness shall be so informed before appearing in the proceedings.

Ensuring Procurement Free From Products of Modern Slavery

Adopted 25 November 2021

That commencing from the 2022-2023 financial year starting 1 July 2022:

- (1) The Department of Parliamentary Services of the Parliament of New South Wales must take reasonable steps to ensure goods and services procured by and for the Houses of Parliament are not the product of modern slavery.
- (2) The Chief Executive, Department of Parliamentary Services must, within 5 months of the end of each financial year, prepare a report (an annual report) that contains the following:
 - (a) a statement of the action taken by the Department of Parliamentary Services in relation to any issue raised by the Anti-slavery Commissioner during the year concerning the operations of the Department and identified by the Commissioner as being a significant issue, and
 - (b) a statement of steps taken to ensure goods and services procured by and for the Department during the year were not the product of modern slavery.
- (3) The annual report prepared under this resolution must be:
 - (a) presented to the Presiding Officer of each House of Parliament,
 - (b) tabled in each House of Parliament by the Presiding Officer within 14 sitting days of receipt the annual report, and
 - (c) forwarded to the Anti-slavery Commissioner.
- (4) That this resolution have continuing effect until rescinded or amended.

Independent Complaints Officer

Adopted 29 March 2022

- (1) That this House considers and adopts the revised proposal for the establishment of an Independent Complaints Officer, which was considered and agreed to by the Legislative Assembly's Standing Committee on Parliamentary Privilege and Ethics, during a meeting held earlier today.

(1) Establishment of position

That this House directs the Speaker to join with the President to make arrangements for the establishment of the position of an Independent Complaints Officer to expeditiously and confidentially deal with low level, minor misconduct matters so as to protect the institution of Parliament, all members and staff.

(2) Functions of position

The Independent Complaints Officer shall have the following functions:

- (a) Receive and investigate complaints

The Independent Complaints Officer may receive and investigate complaints confidentially in relation to alleged breaches of the members' code of conduct, not related to conduct in proceedings of the Legislative Council or Legislative Assembly or their committees, including:

- (i) misuse of allowances and entitlements;
- (ii) other less serious misconduct matters falling short of corrupt conduct; and
- (iii) minor breaches of the pecuniary interests disclosure scheme.

The Independent Complaints Officer shall also have the function of receiving and investigating complaints confidentially in relation to bullying, harassment and inappropriate behaviour by members, not related to conduct in proceedings of the Legislative Council or Legislative Assembly or their committees.

In regard to bullying and harassment, consideration of complaints will take note of members' legal obligations including under the:

- Members of Parliament Staff Act 2013;
- Anti-Discrimination Act 1977; and
- Work Health and Safety Act 2011.

Section 22(b) of the Anti-Discrimination Act 1977 makes it unlawful conduct for a member to sexually harass a workplace participant or other member in the workplace, or for a workplace participant to sexually harass a member.

- (b) Monitoring Code of Conduct for Members

The Independent Complaints Officer shall monitor the operation of the Code of Conduct for Members, the Constitution (Disclosures by Members) Regulation 1983 and the members' entitlements system, and provide advice about reform to the Legislative Assembly Committee on Parliamentary Privilege and Ethics ("Privileges Committee") as required.

- (c) Educational presentations

The Independent Complaints Officer shall assist the Privileges Committee, Parliamentary Ethics Adviser and the Clerk as requested in relation to the education of members about their obligations under the Code of Conduct for Members and the Constitution (Disclosures by Members) Regulation 1983.

(3) Term of appointment

(a) Appointment by Presiding Officers

The Presiding Officers shall appoint an Independent Complaints Officer within three months of the mid-term point of each Parliament, or whenever the position becomes vacant, for the remainder of that Parliament and until the mid-term point of the following Parliament, on such terms and conditions as may be agreed upon with the Presiding Officers, not inconsistent with this resolution. The proposed appointment must have the support of the Privileges Committee in each House. An appointment may be extended for a period of up to six months so as to ensure there is no period in which there is no person holding the position.

(b) Contract with Clerks of both Houses – Independent Complaints Officer

The appointment of the Independent Complaints Officer is to be confirmed by the Clerks of both Houses entering into a contract of employment with the appointee.

(4) Complaints investigations

(a) Protocol

The Independent Complaints Officer shall, within three months of his or her appointment, develop a protocol to be approved by the Privileges Committee and tabled in the House by the committee chair, outlining how complaints may be received, the manner and method by which complaints will be assessed and investigated, the definition of low level, minor misconduct, and arrangements for the notification of matters between the Independent Complaints Officer and the Independent Commission Against Corruption and other relevant bodies (including the most appropriate agencies in relation to bullying and harassment matters), subject to relevant legislation (including section 122 of the Independent Commission Against Corruption Act 1988).

(b) Standing

This protocol shall include definitions of standing such that:

- Only current members of the NSW Parliament, those who currently work for members of the Parliament of NSW in their capacity as members, and those who currently work for the parliamentary departments, have standing to lodge complaints. This includes current contractors or subcontractors, current volunteers, current interns and current trainees.
- An individual may make a complaint up until 21 days following termination from their employment, but not have standing after that date if not remaining within any of the aforementioned categories.¹
- Complaints must be lodged within two years of the incident alleged to have occurred, unless this is not fair or reasonable to a complainant or member.
- No complaint may be considered which is alleged to have occurred prior to the passing of this resolution.

(c) Confidentiality

Individuals with standing who are not members of Parliament and who make complaints shall be required to maintain confidentiality concerning complaints and investigations. Others involved in any complaints investigations, for example witnesses shall be required to maintain confidentiality concerning complaints and investigations.

There shall be an expectation that, except in extraordinary circumstances, members of Parliament will maintain confidentiality about complaints and investigations. However, nothing about this expectation affects parliamentary privilege and, in particular, the parliamentary privilege of freedom of speech.

(d) Protocol with the Independent Commission Against Corruption

Where the Independent Complaints Officer has concerns that a complaint may potentially involve corrupt conduct, he or she should cease the complaint investigation and invite the complainant to raise the matter with the Independent Commission Against Corruption.

The Independent Complaints Officer in determining to draw back from the investigation of a complaint may make a notification to the Independent Commission Against Corruption but should not hand over papers and records obtained under the Independent Complaints Officer system unless under legal compulsion.

¹ However, this does not affect timeframes for complainants to take action under the relevant legislation, for example, the Work Health and Safety Act 2011 and the Anti-Discrimination Act 1977.

The Independent Complaints Officer is not required to notify the Independent Commission Against Corruption when he or she begins an investigation.

(e) Investigatory report to the House

Where the Independent Complaints Officer ("the investigator") finds that there has been a misuse of an allowance or entitlement, the investigator may recommend repayment of funds misused. Where the investigator finds that a member has otherwise breached the Members Code of Conduct or engaged in bullying, harassment or inappropriate behaviour the investigator may recommend corrective action.

Subject to (f) below, the Independent Complaints Officer will make a report if the member does not accept the recommendation and, in the case of bullying, harassment and inappropriate behaviour matters, only where the complainant consents to the making of the report. This report will be presented to the Privileges Committee. The Committee will consider whether to adopt the recommendations of the Independent Complaints Officer.

(f) Minor breach

Where the Independent Complaints Officer ("the investigator") investigates a matter and finds that a member has breached the Code or Regulations or engaged in bullying, harassment or inappropriate behaviour, but in the investigator's opinion the breach is minor or inadvertent and the member has taken action to rectify the breach – including the making of appropriate financial reimbursement – the investigator shall advise the member in writing of the finding, and the complainant in writing of the finding and the action taken by the member. The investigator shall briefly report his or her findings and the rectification action taken by the member on a confidential basis to the Privileges Committee. However, if the matter relates to bullying, harassment or inappropriate behaviour, the report must only be made to the relevant Privileges Committee with the complainant's consent. No report to a House is required in this circumstance.

(g) Declines to investigate

If the Independent Complaints Officer receives a complaint but upon assessment declines to investigate the matter, or upon investigation the Independent Complaints Officer finds no evidence or insufficient evidence to substantiate a complaint of bullying, harassment or inappropriate behaviour; a breach of the Code of Conduct for Members; or a breach of the Constitution (Disclosures by Members) Regulation 1983, the Independent Complaints Officer shall advise in writing the member and the complainant of the decision. The Independent Complaints Officer shall also briefly report the decision to the relevant Privileges Committee on a confidential basis. However, if the complaint relates to bullying, harassment or inappropriate behaviour, the decision must only be reported to the Privileges Committee with the complainant's consent. No report to a House is required in this circumstance.

(h) Breaches where the member has failed or declined to take rectification action – reports and appeal rights

Where, after investigating a complaint, the Independent Complaints Officer ("the investigator") finds that a member has breached the Code of Conduct for Members or the Constitution (Disclosures by Members) Regulation 1983, or has engaged in bullying, harassment or inappropriate behaviour and the member has failed to undertake the stipulated rectification action or declined to do so pending appeal:

- the investigator shall report his or her findings and conclusions to the Privileges Committee on a confidential basis including recommendations as to the sanctions, if any, that should be imposed by the House. However, if the matter relates to bullying, harassment or inappropriate behaviour, the report to the Committee must only be made with the complainant's consent.
- the member in question shall also have the right to lodge an appeal against the investigator's findings, conclusions and recommendations with the Privileges Committee where they have been so reported to the Committee.

Further, after receiving:

- an investigatory report from the Independent Complaints Officer about a breach for which the member has failed to take the stipulated rectification action, and/or;
- an appeal from the member in question concerning the investigator's findings, conclusions and recommendations;

the Privileges Committee shall:

- form its own conclusions
- have the power to report its conclusions and recommendations – including as regards appropriate sanctions – to the House

- have the power to decide that a report to the House and/or sanctions are not warranted in a particular case e.g. where the Committee disagrees with the investigator's findings.

(i) Expert assistance

The Independent Complaints Officer shall be able to engage the services of a person or persons to assist with or perform services for the Independent Complaints Officer, and in the conduct of an investigation, within budget.

(5) Powers of the Independent Complaints Officer

The Independent Complaints Officer shall have power to request the production of relevant documents and other records from members and officers of the Parliament.

Members, their staff and parliamentary officers are required to reasonably cooperate at all stages with the Independent Complaints Officer's inquiries including giving a full, truthful and prompt account of the matters giving rise to a complaint.

The Independent Complaints Officer may report to the Privileges Committee any failure to comply with a request, and the committee will recommend whether the matter requires the determination of the matter by the House.

(6) Keeping of records

The Independent Complaints Officer shall be required to keep records of advice given and the factual information upon which it is based, complaints received and investigations. The records of the Independent Complaints Officer are to be regarded as records of the House and are not to be made public without the prior approval of the Independent Complaints Officer and resolution of the House, except for the notification of information between the Independent Complaints Officer and other relevant authorities in accordance with the protocol to be developed pursuant to clause 4(a), or where the member requests that the records be made public.

A member requesting the records be made public should table them in the House. During an extended break in sittings a member may table records with the Privileges Committee.

(7) Reports to Parliament

In addition to reports on investigations, the Independent Complaints Officer shall provide to the Chair of the Privileges Committee to table in the House quarterly reports that contain general, de-identified information about matters dealt with under the Independent Complaints Officer system including:

- the number and types of complaints received
- the number of investigations undertaken
- the number of matters found by an investigator to be unsustainable
- the number of matters involving breaches that were dealt with via the rectification procedure, and the rectification action that was taken for these matters, such as repayments
- the number of matters the Independent Complaints Officer found to involve breaches for which a member failed to undertake the required rectification action, that were reported to the Privileges Committee but not to the House
- the number of matters the Independent Complaints Officer found to involve breaches for which a member failed to undertake the required rectification action, that were reported to the Privileges Committee and to the House
- the results of matters reported to the House including the type of sanctions imposed.

(8) Annual meeting with relevant committees

The Independent Complaints Officer is to meet annually with the Privileges Committee of the House.

(9) Review of the Independent Complaints Officer System

The Privileges Committee is required to review the Independent Complaints Officer system within 12 months of the establishment of the Independent Complaints Officer position, in consultation with key stakeholders. The committee must examine how the system is operating in practice and whether any changes are needed and in particular:

- the confidentiality provisions applying in respect of complaints and investigations under the system,
- the timeliness of complaints assessments and investigations conducted under the system, and

Appendix: Resolutions of the House

- the provisions applying with respect to standing for complainants and retrospectivity under the system.

Following the initial review the committee is also required to review the Independent Complaints Officer system once every parliamentary term, in consultation with key stakeholders, to examine how it is operating in practice and whether any changes are needed.

- (2) That this resolution have continuing effect until amended or rescinded.
- (3) That a message be forwarded to the Legislative Council conveying the terms of the resolution agreed to by the House.



LEGISLATIVE
ASSEMBLY

Index:
By Standing Order

Absence—

Clerk	SO 22	8
Assistant Speaker	SO 18	7
Deputy Speaker	SO 18	7
Members	SO 27	9
	SO 28	9
	SO 29	9
Speaker	SO 15	7
	SO 18	7
Temporary Speakers	SO 18	7

Acknowledgement of Country

Acknowledgement of Country	SO 3(2)	3
	SO 39	12

Acting Speaker

Acting Speaker	SO 15	7
	SO 18	7
	SO 19	8

Acts of Parliament

Assent	SO 239	68
Reflections upon	SO 72	18

Addresses

Governor, for papers	SO 268	77
Governor's answer	SO 357	93
Governor's speech, in reply to—		
adoption	SO 6	3
moved and seconded	SO 4	3
presentation	SO 7	3
takes precedence of general business	SO 5	3
time limits on speeches	SO 85	21
motions for	SO 4	3
presentation	SO 354	93
	SO 355	93
the Sovereign, to	SO 356	93
transmission through Governor	SO 356	93

Adjournment

Automatic (without motion)	SO 46	13
debate, of	SO 80(1)	20
	SO 82	21
	SO 83	21
House, of	SO 41	12
	SO 43	13
	SO 46	13
	SO 80(2)	20
Debate, motion for, negatived	SO 84	21
See also "Sitting and adjournment of the House"		

Agreement in principle

See "Bills – second reading"

Allocation of time (guillotine)—

procedure	SO 90	25
-----------------	-------------	----

Amendments

address in reply	SO 6	3
admissible	SO 161	52
second reading	SO 198	62
	SO 199	62
	SO 200	62
amendments to	SO 164	54
	SO 225	65
	SO 226	65
	SO 233	67

	SO 234	67
	SO 235	67
	SO 236	67
Bills, options for Assembly—		
Assembly bill amended by Council—		
Council amendments	SO 224	64
	SO 225	65
	SO 226	65
Council bill amended by Assembly—		
Council amendments to Assembly amendments	SO 233	67
	SO 234	67
	SO 235	67
Further amendments on Council amendments to		
Assembly's original amendments	SO 236	67
message from Council	SO 229	66
	SO 233	67
schedule sent to Council	SO 231	66
	SO 232	66
clerical etc.	SO 219	64
consequential	SO 225	65
earlier part of question, to,	SO 161(4)	53
form of	SO 157	53
	SO 159	53
	SO 165	54
	SO 198	62
	SO 199	62
inadmissible	SO 161	53
inconsistent	SO 161(1)	53
later part already amended or question proposed	SO 161(2)	53
long title	SO 209	63
moving of	SO 209	63
new clauses	SO 209	63
not allowed—		
list	SO 80	20
no confidence in Government	SO 111(3)	36
no confidence in Minister	SO 112(4)	38
no confidence in Speaker	SO 113(4)	39
to amendment to dispose of a bill	SO 199	62
not considered, list	SO 161	53
order of moving	SO 162	54
original question as amended	SO 166	54
third reading	SO 217	64
question put when made	SO 212	63
question when not made	SO 208	63
questions, to	SO 157	53
	SO 158	53
reconsidered	SO 217	64
relevancy of	SO 160	53
	SO 210	63
	SO 225	65
same question	SO 154	52
schedule of	SO 231	66
	SO 232	66
second	SO 162	54
	SO 225	65
signed, to be	SO 159	53
Speaker puts question, "That amendment be agreed to"	SO 158	53
withdrawal of	SO 146	51
	SO 161(3)	53
	SO 163	54
words already agreed to, to	SO 161(4)	53
writing, in	SO 159	53

Anticipation—		
business on Business Paper	SO 77	18
Appropriation bills		
procedure for consideration	SO 245	70
time limits on speeches	SO 85	21
Assent to bills		
See "Governor"		
Assistant Speaker—		
absence of Speaker/Deputy Speaker	SO 15	7
bills, certificate for assent	SO 239	68
committees, without consent not to be a member of	SO 275	78
election	SO 12	6
	SO 13	6
	SO 14	7
vacancy	SO 17	7
vacates Chair on Speaker's request	SO 21	8
Ballot—		
committees, membership, selection by	SO 278	79
general provisions	SO 351-353	92
manager, conference with Council	SO 347	91
Speaker, election	SO 10 -10B	4
See also section 31B, Constitution Act 1902.		
Bar of the House—		
Council messages received at	SO 338	89
witnesses at	SO 329	87
Bells—		
for ballot	SO 351	92
for meeting of House, warning	SO 35	11
for resumption upon Speaker leaving Chair	SO 40	12
for quorum	SO 38	12
	SO 41	12
timing of	SO 35	11
Bills—		
allocation of time, (guillotine)	SO 90	25
all stages forthwith, urgent consideration	SO 189	60
amendments—		
Assembly, on Council bills—	SO 231	66
	SO 232	66
Further, on Council amendments on Assembly's\		
original amendments	SO 236	67
clerical etc.	SO 219	64
Council, on Assembly bills—		
amendments to Council amendments	SO 225	65
considered forthwith	SO 222	64
options for dealing with	SO 224	64
order of the day	SO 223	64
reported	SO 222	64
response to Assembly's amendment/disagreement	SO 226	65
Council on Assembly amendments to Council bill	SO 231	66
	SO 232	66
	SO 233	67
	SO 234	67
	SO 235	67
cognate bills	SO 196	60
legislation committee to report on	SO 323	86
postponed	SO 224	64
relevancy	SO 210	63
schedule of	SO 231	66
	SO 232	66
Second Reading	SO 198	62

	SO 199	62
	SO 200	62
Appropriation.....	SO 190	60
	SO 243	70
	SO 245	70
	SO 246	71
appropriation, message for.....	SO 190	60
	SO 243	70
Assembly, originating in—		
returned from Council with amendments.....	SO 222	64
returned from Council with further amendments	SO 226	65
assent, See "Governor"		
clauses	SO 207	63
	SO 208	63
	SO 209	63
order of consideration.....	SO 209	63
Clerk's certificate	SO 220	64
	SO 230	66
cognate—		
assent.....	SO 197	61
Council amendments	SO 196	60
Leaving out one or more of bills in second or third		
reading of bill.....	SO 194	60
procedure	SO 193	60
separate questions	SO 195	60
committee on—		
referred	SO 198	62
	SO 216	64
report from	SO 201	62
	SO 323(11).....	86
conferences. See "Conference with Council"		
consideration—		
ordinary.....	SO 203	62
pro forma	SO 204	62
consideration in detail—		
amendments—		
admissible.....	SO 161	53
appropriation, to	SO 190	60
	SO 243	70
Assembly, to Council bill	SO 231	66
	SO 232	66
	SO 233	67
	SO 234	67
clauses.....	SO 207	63
	SO 208	63
	SO 212	63
	SO 213	63
Council, to Assembly bill	SO 223	64
	SO 224	64
	SO 225	65
	SO 226	65
question on	SO 157	53
	SO 158	53
relevancy of	SO 161	53
	SO 210	63
same in substance	SO 154	52
same in substance, see "same question"		
title.....	SO 211	63
clauses	SO 207	63
	SO 208	63
	SO 209	63
cognate bills	SO 193(3)	60
new clauses.....	SO 209	63
Order of the Day	SO 222	64

preamble.....	SO 209	63
question on clauses.....	SO 208	63
relevancy	SO 214	63
schedules	SO 207	63
	SO 208	63
	SO 209	63
	SO 212	63
	SO 213	63
	SO 214	63
title.....	SO 209	63
	SO 211	63
copies handed up	SO 188(6)	59
Council amendments to Assembly bills.....	SO 222	64
	SO 223	64
	SO 224	64
Council—		
message sent to.....	SO 221	64
	SO 231	66
	SO 233	67
	SO 234	67
	SO 235	67
	SO 236	67
procedure, bills from	SO 229	66
schedule of amendments to.....	SO 232	66
disposal of.....	SO 199	62
enactment, words of.....	SO 206	63
explanatory note	SO 188(7)	59
financial	SO 243	70
	SO 190	60
General Business		
Orders for—		
motions for reordering.....	SO 106	33
place in Routine of Business.....	SO 97	29
guillotine.....	SO 90	25
introduction—		
Assembly bill	SO 188(4)	59
Council bill.....	SO 229(1)	66
second bill	SO 202	62
laid aside.....	SO 224(5)	64
lapsed—		
private bill	SO 363	95
public bill.....	SO 237	67
legislation committees.....	SO 323	86
message recommending appropriation.....	SO 190	60
	SO 243	70
money—		
message from Governor required.....	SO 243	70
	SO 190	60
	SO 243	70
privileges not insisted upon.....	SO 228	66
money clauses	SO 243	70
	SO 190	60
notice of motion—		
bills	SO 188(2)	59
bill to correspond with.....	SO 188(5)	59
cognate bill	SO 193(1)	60
Order of the Day for—		
discharged and bill withdrawn	SO 80(13)	20
	SO 99	31
	SO 100	31
postponed.....	SO 188(11)	59
	SO 224(4)	64
passed House.....	SO 218	64
third reading—		

amendment to—		
cognate bills	SO 194	60
Assistant Speaker's certification required	SO 239	68
cognate bills—		
procedure	SO 193(2)	60
separate questions	SO 195	60
forthwith	SO 238	68
procedure	SO 203	62
reply allowed	SO 64	17
	SO 66	17
	SO 67	17
preamble	SO 205	63
	SO 209	63
presentation, bill, of	SO 188(6)	59
printing	SO 188(7)	59
Private—		
procedure on—		
Assembly bill	SO 358	94
Council bill	SO 229(2)	66
	SO 361	95
resumption of proceedings	SO 237	67
select committee on	SO 358(8)	94
time limits during debate on	SO 85	21
pro forma consideration, procedure	SO 204	62
prorogation, resumption of proceedings after—		
private bill	SO 363	95
public bill	SO 237	67
Public—		
Council bills	SO 229	66
improvement of council area	SO 192	60
introduction	SO 188(3)	59
long title	SO 188(1)	59
private Member may introduce	SO 191	60
procedure	SO 188	59
resumption of proceedings	SO 363(3)	95
reconsideration	SO 215	63
	SO 217	64
relevancy of discussion	SO 70	18
	SO 245(1)	70
schedules	SO 207	63
	SO 208	63
	SO 209	63
	SO 212	63
	SO 213	63
	SO 214	63
	SO 215	63
second bill	SO 202	62
Second reading—		
amendment to—		
cognate bills	SO 194	60
disposal of bill	SO 199	62
future time	SO 200	62
reference to a committee	SO 198	62
cognate bills—		
procedure	SO 193	60
separate questions	SO 195	60
day fixed for moving	SO 188(8)	59
day fixed for resumption of debate	SO 188(10)	59
moving of, forthwith	SO 188(8)	59
	SO 229(2)	66
order of the day	SO 229	66
reply allowed	SO 64	17
	SO 66	17
	SO 67	17

speech then debate adjourned.....	SO 188(9)	59
time limits	SO 85	21
title, long	SO 188(1)(3).....	59
title, short.....	SO 188(2)	59
transmission to Council	SO 221	64
urgent consideration.....	SO 80(12)	20
	SO 189	60
withdrawn	SO 80(13)	20
	SO 100	31
	SO 188(11).....	59

Business—

Address in Reply, prior to adoption.....	SO 5.....	3
anticipation of	SO 77	18
	SO 128.....	46
arrangement—		
Government business	SO 102	32
precedence of.....	SO 118(5)	42
conduct of, consideration in detail.....	SO 203	62
	SO 240	69
	SO 241	69
	SO 242	69
General—		
establishing program for.....	SO 101	32
order of	SO 105	33
time for in Routine of Business	SO 97	29
time limits for notices and orders of the day (not for bills).....	SO 107	33
general conduct of.....	SO 1.....	1
Government—		
order.....	SO 102	32
time for in Routine of Business	SO 97	29
obstruction—		
House, in.....	SO 81	20
visitors	SO 260	75
order of—		
General	SO 105	33
Government	SO 102	32
placing or disposal of—		
time for.....	SO 97	29
	SO 99	31
	SO 100	31
procedure	SO 99	31
	SO 100	31
re-ordering of General Business Orders (for Bills).....	SO 106	33
precedence or priority to—		
address in reply debate	SO 5.....	3
disallowance of statutory rules	SO 116	42
dissent from Speaker's ruling	SO 95	28
election of Speaker upon vacancy	SO 16	7
General Business Orders (for Bills).....	SO 106	33
list of order to be taken.....	SO118	42
leave of absence motion.....	SO 28	9
no confidence in Government	SO 111(2)	36
Orders of the Day	SO 168	55
papers, printing of	SO 266(2)	76
point of order.....	SO 93	27
privilege or contempt matter.....	SO 91	26
	SO 92	26
routine of.....	SO 97	29
Speaker sets down	SO 203(2)(b)	62
suspended for duration of conference with Council	SO 349	91
time limits for certain	SO 85	21

Business Paper—

Government business on, arranged by Ministers.....	SO 102	32
--	--------------	----

notice of motions—		
amended by Clerk on.....	SO 137	49
order of, on.....	SO 99	31
precedence of.....	SO 99	31
Orders of the Day—		
called on, if no notices	SO 169	55
precedence of.....	SO 168	55
published and circulated.....	SO 31	10
restoration to, of lapsed bill	SO 237	67
Casting vote—		
chair of a committee.....	SO 283	79
Speaker.....	SO 184	57
Censure—		
Member.....	SO 114	40
Speaker.....	SO 115	41
Time limits during debate on.....	SO 85	21
Certificate, Clerk's		
See "Bills" and "Petitions"		
Chair—		
disregarding authority of.....	SO 250(5)	73
left until long bell.....	SO 40	12
no movement between and Table/member speaking.....	SO 53	15
visitors behind Speaker's.....	SO 256	75
taken by—		
Assistant/Deputy/Temporary Speaker	SO 21	8
Speaker at each sitting.....	SO 36	11
Chair of a Committee		
See "Committees – General Provisions"		
Chamber—		
Members—		
movements in.....	SO 50	15
	SO 53	15
seated in	SO 50	15
	SO 53	15
to remain in.....	SO 51	15
removal from	SO 249	73
	SO 249A.....	73
visitors noticed in.....	SO 258	75
And see "Galleries"		
Clerk of the House—		
absence of	SO 22	8
duties in regard to—		
Acts, assented to	SO 239	68
Acts, enrolment.....	SO 239(6)	68
Amendments, clerical etc.....	SO 219	64
attendance of Members, recording of	SO 30	10
ballots.....	SO 352	92
bills	SO 188	59
Business Paper	SO 31	10
	SO 137	49
certificates—		
Assembly bill—		
passed House.....	SO 220	64
passed both Houses	SO 239	68
Council bill agreed to.....	SO 230	66
schedule of amendments, Council bill	SO 232	66
schedule of further amendments, Council bill	SO 236	67
clerical etc. amendments.....	SO 219	64
commission for administering pledge	SO 2(4).....	2
committees—		

meetings	SO 279	79
	SO 285	79
reports out of session	SO 305	82
reports referred to Minister	SO 303A	82
election of Speaker, Deputy Speaker, Assistant Speaker and Temporary Speakers	SO 17	7
	SO 18	7
guillotine	SO 90	25
List of Members elected	SO 2(1)	2
messages	SO 337	89
	SO 338	89
new Parliament, no Speaker	SO 2(8)	2
papers	SO 30-33	10
	SO 264(4)	76
	SO 269	77
petitions	SO 119	43
	SO 119A	43
	SO 120	43
	SO 123	44
	SO 123A	44
	SO 124	45
	SO 125	45
private bills	SO 358	94
proclamations	SO 2(1)	2
	SO 3(1)	3
Questions and Answers Paper	SO 31	10
	SO 131	47
records, official	SO 30	10
	SO 33	10
Register of Members	SO 25	9
reports tabled out of session	SO 323(13)	86
Roll of Members	SO 24	9
Speaker—		
absence of	SO 15	7
	SO 18	7
vacancy in office	SO 16	7
statutory rules	SO 32	10
votes and proceedings	SO 30	10
	SO 31	10
witnesses, summoning of	SO 324	87
writs	SO 2(6)	2
Order of the Day, directed to read	SO 169	55
Closure—		
allocation of time for discussion	SO 90	25
censure of Member	SO 114(5)	40
censure of Speaker	SO 115(5)	41
debate of, by reply	SO 87	25
divisions consequent on	SO 89	25
effect of carrying	SO 88	25
election—		
Deputy Speaker	SO 13(7)	6
guillotine	SO 90	25
interruption of debate	SO 79(5)	19
	SO 86	25
last question only affected	SO 88	25
no confidence in Government	SO 118(8)	42
	SO 111A(8)	37
no confidence in Minister	SO 112(8)	38
	SO 113(8)	39
not allowed on—		
suspension of standing and sessional Orders	SO 365	96
question, of	SO 86	25
right of reply	SO 87	25

Cognate bills

See "Bills—cognate"

Commissioner(s)

administering pledge SO 2(4) 2

Complicated question

divided SO 153 52

Consideration of bills

See "Bills"

Committee reports—

Estimates Committees SO 246 71
lapsing of take note debate on SO 306 82
precedence to debate on SO 306 82
recommendations to be responded to SO 303A 82
time for in Routine of Business—
consideration SO 97 29
SO 306 82
SO 307 83
presentation SO 97 29
time limits on speeches and debates SO 306 82

Committees, Estimates

Committees, Estimates SO 246 71

Committees, General Provisions—

adjournment—
time to time SO 287 80
want of quorum SO 286 80
appointment—
notice of motion to contain names SO 277 79
Assistant/Deputy Speaker may not serve on SO 275 78
ballot for membership SO 278 79
Bills, on
see "Bills"
chair—
absence SO 284 79
acting SO 284 79
casting vote SO 283 79
draft report SO 300 81
election SO 282 79
House advised SO 282(2) 79
Summonses, signs SO 289 80
clerk, duties SO 281 79
SO 285 79
Council committee, communication with SO 311 83
SO 312 83
SO 313 83
SO 314 83
Deputy Chair—
absence of Chair SO 284 79
election of SO 282 79
SO 289 80
House advised SO 282(2) 79
disclosure, unauthorised SO 297 81
divisions SO 285(4) 79
evidence—
by officers SO 326 87
SO 327 87
SO 328 87
by Members SO 325 87
SO 326 87
SO 327 87
SO 328 87

correction	SO 293	80
electronic means	SO 295(2)	80
Hansard.....	SO 292	80
procedure	SO 291	80
tabling	SO 303	81
unauthorised disclosure	SO 297	81
witnesses, payment.....	SO 308	83
first meeting.....	SO 279	79
	SO 282	79
hearings, admission to	SO 294	80
in camera meeting.....	SO 296	81
inquiries reported to House.....	SO 299	81
lists on notice boards	SO 309	83
meetings—		
deliberative	SO 295	80
electronic	SO 295(2)	80
in camera	SO 296	81
minutes	SO 285	79
Members—		
allegations against.....	SO 298	81
appointment of.....	SO 274	78
	SO 277	79
charge against	SO 307	83
discharge of.....	SO 274	78
evidence from	SO 325	87
	SO 326	87
	SO 327	87
	SO 328	87
excluded non participation	SO 249	73
	SO 253	74
leave of absence.....	SO 27	9
	SO 28	9
	SO 29	9
names listed in notice	SO 277	79
number of	SO 273	78
personal or pecuniary interest	SO 276	79
presence of	SO 295	80
noted in minutes	SO 285(1)	79
substitute	SO 273A.....	78
officers, evidence from.....	SO 326	87
	SO 327	87
	SO 328	87
papers, tabling.....	SO 264(3)	76
power to send for persons, papers etc.	SO 288	80
private bills.....	SO 358	94
	SO 359	94
	SO 360	95
proceedings—		
unauthorised disclosure	SO 297	81
quorum—		
electronic, when meeting	SO 295(2)	80
number of	SO 280	79
want of—		
during sitting	SO 286	80
time of meeting	SO 281	79
record of proceedings	SO 285	79
reports—		
Chair's or other Member's signature	SO 302	81
consideration—		
by committee	SO 301	81
by House	SO 306	82
by Ministers.....	SO 303A.....	82
debate	SO 306	82
draft—		

adoption.....	SO 301(5).....	81
amendment.....	SO 301(4).....	81
consideration.....	SO 301.....	81
presentation and circulation by chair.....	SO 300.....	81
presentation to House.....	SO 306.....	82
Government responses.....	SO 303A.....	82
printing.....	SO 80(14).....	20
	SO 304.....	82
subsequent action.....	SO 307.....	83
tabling—		
House—		
by chair.....	SO 303.....	82
procedure.....	SO 306.....	82
out of session.....	SO 305.....	82
time to time.....	SO 299.....	81
unauthorised disclosure.....	SO 297.....	81
Routine of Business.....	SO 97.....	29
sittings.....	SO 287.....	80
Speaker may not serve on.....	SO 275.....	78
summonses.....	SO 289.....	80
visitors, admission of.....	SO 261.....	75
	SO 262.....	75
	SO 294.....	80
witnesses. See "Witnesses".....	SO 283.....	79
Committees, Joint—		
meeting, first.....	SO 320.....	85
members—		
names of.....	SO 319.....	85
presence at meetings.....	SO 321.....	85
message.....	SO 319.....	85
quorum.....	SO 321.....	85
reports.....	SO 322.....	85
Committees, Legislation		
	SO 323.....	86
Committees, Standing—		
appointment.....	SO 315.....	83
general provisions apply.....	SO 316.....	83
House.....	SO 318.....	84
Library.....	SO 318.....	84
Speaker, ex officio member.....	SO 318.....	84
Standing Orders and Procedure.....	SO 317.....	84
Communications.		
See "Messages"		
Community Recognition Statements		
procedure.....	SO 108A.....	34
time limits.....	SO 85.....	21
Condolence		
	SO 118.....	42
Conference with Council—		
bills.....	SO 226.....	65
free conference.....	SO 341.....	90
	SO 343.....	90
	SO 346.....	90
House business suspended.....	SO 349.....	91
manager, ballot for.....	SO 347.....	91
message for.....	SO 345.....	90
	SO 348.....	91
motion for.....	SO 344.....	90
ordinary conference.....	SO 341.....	90
	SO 342.....	90

report from managers	SO 350	91
restriction	SO 346	90
time and place	SO 348	91
Confidence, no—		
in Government	SO 111	36
	SO 111A	37
in Minister	SO 112	38
in Speaker	SO 113	39
order of precedence	SO 118(2)	42
precedence	SO 111	36
	SO 118	42
Consideration in Detail—		
bills, consideration of. See "Bills"		
business—		
reconsidered	SO 217	64
Council amendments considered	SO 224	64
Estimates Committees	SO 244	70
	SO 246	71
motion to consider matter in detail	SO 203	62
questions in	SO 78	18
	SO 241	69
	SO 242	69
quorum	SO 42	13
relevancy in	SO 214	63
speaking more than once	SO 242	69
time limits	SO 85	21
Constitution Act 1902—		
Acts, assent	SO 239	68
no confidence in Government	SO 111	36
quorum	SO 37	12
Speaker, election	SO 9	4
	SO 10	4
Contempt.		
See "Privilege"		
Count of the House.		
See "Divisions" and "Quorums"		
Count-out—		
House adjourned	SO 38	12
resumption of proceedings after	SO 41	12
Council—		
Bills—proceedings on. See "bills"		
communication by message	SO 335	89
communication by conference	SO 341	90
communication by committees	SO 311	83
	SO 312	83
	SO 313	83
	SO 314	83
conferences with—		
free conference	SO 343	90
	SO 346	90
ordinary conference	SO 342	90
Council members, as witnesses	SO 327	87
disagreement with	SO 226	65
joint committees	SO 319-322	85
messages—		
from	SO 222	64
	SO 226	65
	SO 229(1)	66
	SO 235	67
	SO 236(2)	67

	SO 348	91
to	SO 221	64
	SO 224	64
	SO 227	66
	SO 230	66
	SO 231	66
	SO 233	67
	SO 234	67
	SO 235	67
	SO 236	67
	SO 237(3)	68
	SO 319	85
	SO 320	85
	SO 327	87
messages, consideration of	SO 340	89
offensive words against	SO 72	18
	SO 73	18
officers as witnesses	SO 326	87
	SO 327	87
	SO 328	87
references to proceedings	SO 70	18
Custody—		
official records and paper, in Clerk	SO 33	10
Days and times of meeting—		
appointment	SO 34	11
precedence of motion	SO 118G	42
Debate—		
abuse of orders or forms of House	SO 81	20
adjournment	SO 82	21
	SO 83	21
adjournment not allowed	SO 111(5)	36
allocation of time, limitation of	SO 90	25
anticipation	SO 77	18
call of Chair	SO 55	16
closed by reply	SO 68	17
closure of	SO 86	25
	SO 87	25
committee reports	SO 306	82
conclusion of, question put	SO 69	17
	SO 151	52
Council debates, references to	SO 70	18
count-out, interrupted by	SO 41	12
curtailment of	SO 86	25
disorderly conduct	SO 250(2)	73
explanation—		
personal	SO 62	17
speech, of	SO 64(2)	17
	SO 65	17
Governor, references to	SO 73	18
imputations	SO 73	18
inaugural speech	SO 63	17
interruption of	SO 79	19
	SO 86	25
irrelevance	SO 59	16
judiciary, references to	SO 72	18
limitation of (guillotine)	SO 90	25
matters not open to—		
list	SO 80	20
proforma consideration	SO 204	62
Members—		
"be further heard" motion	SO 60	16
	SO 80(15)	20

"be not further heard" motion	SO 58	16
	SO 79	19
	SO 80(17)	20
called to order 3 times	SO 249	73
closure by	SO 86	25
	SO 87	25
conduct in debate	SO 52	15
electorate, referred to by	SO 75	18
named in	SO 251	73
not speaking, behaviour of	SO 50	15
	SO 51	15
	SO 52	15
references to	SO 75	18
unable to stand	SO 56	16
newspaper reports of, quoting	SO 70	18
obstructing business	SO 250(1)	73
offensive words	SO 72	18
	SO 74	18
	SO 250(3)	73
order—		
Member may raise point at any time	SO 93	27
Member called to order 3 times	SO 249	73
Member rising may speak to	SO 94	27
question or point of order—		
during consideration in detail	SO 93	27
Member speaking resumes seat	SO 94(1)	27
Member may be interrupted to raise	SO 79(2)	19
	SO 93	27
precedence to	SO 93	27
Speaker gives ruling	SO 94(3)	27
order maintained by Speaker	SO 49	15
personal explanation	SO 62	17
	SO 70	18
personal reflections	SO 73	18
point of order. See "Debate—order"		
precedence, Member in charge of Order of the Day	SO 171	55
previous debates, references to	SO 70	18
privilege matter	SO 79	19
	SO 91	26
	SO 92	26
quarrels	SO 74	18
question under discussion, stating of	SO 78	18
questions seeking information, not to be debated	SO 128(1)	46
references to—		
Council proceedings	SO 70	18
debates or proceedings of current session	SO 70	18
Members	SO 72	18
	SO 75	18
reflections on—		
Members	SO 73	18
vote of House	SO 71	18
relevancy—		
Appropriation Bill	SO 245	70
consideration in detail, during	SO 214	63
current session debates	SO 70(1)	18
explanation of words	SO 64	17
	SO 65	17
persistent irrelevance	SO 59	16
previous debate	SO 70	18
reply of mover of substantive motion	SO 67	17
subject matter under discussion	SO 77	18
repetition, tedious	SO 59	16
reply—		

closes debate.....	SO 68	17
right of.....	SO 66	17
subject of	SO 67	17
resumption of, set down by Speaker.....	SO 83	21
	SO 167	55
right to speak—		
called.....	SO 55	16
listing	SO 61	16
Order of Day (pre-audience).....	SO 64	17
	SO 83	21
ruling of Speaker.....	SO 94	27
seconder of motion—		
Address to Governor.....	SO 355	93
Sovereign, references to	SO 72	18
Speaker, duties of. See “Speaker”		
speaking more than once	SO 65	17
	SO 242	69
speeches, manner and right.....	SO 55-65.....	16
statutes, references to.....	SO 72	18
subject matter of reply	SO 67	17
tedious repetition	SO 59	16
time—		
limitation of debate (guillotine).....	SO 90	25
time limits.....	SO 85	21
vote of House, reflections on.....	SO 71	18
Deputy Speaker—		
absence.....	SO 18	7
absence of Speaker.....	SO 15	7
Acting Speaker if vacancy	SO 16	7
Chair—		
taken by	SO 21	8
committees, without consent not to be a member of.....	SO 275	78
election.....	SO 12	6
	SO 13	6
time limits during debate on.....	SO 85	21
vacancy	SO 17	7
vacates Chair on Speaker’s request	SO 21	8
Disagreement between Houses—		
disagreement between Houses	SO 226	65
Discharge of orders of the day—		
discharge of orders of the day	SO 80(8).....	20
	SO 170	55
Disorder—		
Member, by	SO 250	73
Dissent—		
from rulings—		
procedure	SO 95	28
order of precedence	SO 118(1)	42
Divisions—		
bells rung	SO 35	11
	SO 180(3)	57
call for.....	SO 173	56
call of one Member required	SO 173	56
	SO 174	56
casting vote of Speaker	SO 184	57
closure and consequential.....	SO 89	25
confusion in	SO 182	57
errors in.....	SO 182	57
inaccurately recorded in Votes or Hansard.....	SO 183	57

Members—		
calling for	SO 173	56
counted	SO 180(4,5)	57
divide	SO 174(3)	56
five or fewer on a side	SO 181	57
names recorded	SO 181	57
pecuniary interest	SO 176	56
present in Chamber during division	SO 178	56
vote disallowed—		
not present in House	SO 179	57
pecuniary interest	SO 176	56
vote of	SO 175	56
	SO 176	56
	SO 178	56
	SO 179	57
pairs	SO 186	58
procedure for	SO 180	57
procedure to call	SO 174	56
question put	SO 180(1)	57
quorum, want of	SO 43	13
recorded in Votes and Proceedings	SO 30	10
restriction on	SO 187	58
Speaker—		
casting vote	SO 184	57
corrects record	SO 183	57
declares question if five or fewer members	SO 181	57
opinion stated	SO 174(1)	56
opinion challenged,	SO 174(3)	56
successive	SO 185	57
tellers—		
appointed by Speaker	SO 180(1)	57
report want of quorum	SO 43	13
Speaker may excuse	SO 180(2)	57
voice, voting in agreement with	SO 175	56
Documents.		
See "Papers and Documents"		
Election of—		
Acting Speaker	SO 18	7
Assistant Speaker	SO 12	6
	SO 13	6
	SO 14	7
Chair and Deputy Chair of committees	SO 282	79
Deputy Speaker	SO 12	6
	SO 13	6
Speaker	SO 2(7)	2
	SO 9	4
	SO 10	4
and see section 31B Constitution Act 1902		
Speaker upon vacancy	SO 9	4
	SO 10	4
Errors—		
clerical or typographical	SO 219	64
Estimates—		
committees	SO 246	71
message from Governor	SO 244	70
Evidence—		
unauthorised disclosure	SO 297	81
Explanation—		
Member, after named and motion moved	SO 251(2)	73
personal	SO 62	17

	SO 70(2).....	18
speech, in.....	SO 64(2).....	17
	SO 65	17
Expulsion of Member—		
order of precedence.....	SO 118(1)(e).....	42
seat declared vacant	SO 254	74
time limits during debate on.....	SO 85	21
Financial procedures—		
financial procedures.....	SO 243-246	70
	SO 190	60
First day, new Parliament—		
procedures	SO 2	2
Forms of House—		
abuse of	SO 81	20
Friday sittings—		
Friday sittings	SO 98	31
Galleries—		
admission to	SO 257	75
Press.....	SO 263	75
General Business—		
considered in order given or set down	SO 105	33
establishing program for general business days.....	SO 101	32
general notices, time given.....	SO 97	29
lapsing of.....	SO 105	33
notices and orders (not for bills), time limits for	SO 107	33
place in Routine of Business	SO 97	29
	SO 133(2)	49
postponement of notice of motion by Speaker.....	SO 141	50
re-ordering of	SO 106	33
retains relative place on Business Paper.....	SO 105	33
routine of.....	SO 97	29
Government—		
order	SO 102	32
time for in Routine of Business	SO 97	29
Governor—		
Address in Reply to Governor's speech	SO 4-7	3
addresses presented.....	SO 7.....	3
	SO 354	93
	SO 355	93
addresses to	SO 354-357	93
assent to bills—		
cognate bills	SO 197	61
procedure	SO 239	68
Commissioners appointed by.....	SO 2(4).....	2
declares reasons for calling Parliament together	SO 2(9).....	2
messages, consideration of.....	SO 248	72
messages from.....	SO 243	70
	SO 190	60
	SO 244	70
	SO 247	72
	SO 248	72
opening speech	SO 3.....	3
papers—		
involving Royal Prerogative etc.	SO 268(1)	77
presented by command.....	SO 264(7)	76
presentation of—		
bills for assent	SO 239	68
Speaker.....	SO 11(3)(5).....	6
proclamation.....	SO 2	2

	SO 3(1).....	3
references to—		
in debate.....	SO 72	18
to apply to Sovereign	SO 8.....	3
"Guillotine"		
guillotine.....	SO 90	25
Hansard—		
correction of	SO 183	57
incorporation of material in.....	SO 271	77
publication of	SO 367	98
quoting from	SO 70	18
recording of evidence	SO 292	80
recording of pairs in	SO 186	58
staff, deemed not to be visitors.....	SO 259	75
Hours of meeting		
Hours of meeting	SO 34	11
House Committee		
House Committee	SO 318	84
Houses—		
disagreement between.....	SO 226	65
references to	SO 72	18
	SO 73	18
Irrelevance in debate		
irrelevance in debate.....	SO 59	16
Joint Committees		
See "Committees—Joint"		
Judiciary—		
references to	SO 72	18
Leader of the Opposition—		
question time, first call	SO 131(4)	47
response to Ministerial Statement	SO 104	32
Leave of absence—		
Leave of absence.....	SO 27	9
	SO 28	9
	SO 29	9
	SO 80(7).....	20
Leave of House—		
motions.....	SO 142	51
not open to debate nor amendment.....	SO 80(4).....	20
procedure	SO 96	28
required for—		
communication with Council committee	SO 311	83
correction in vote or proceeding of House	SO 156	52
ministerial statement outside routine.....	SO 103	32
no confidence in Government, withdrawal.....	SO 111(4)	36
	SO 111A(4).....	37
officer or Member to give evidence re proceedings.....	SO 334	88
papers, tabling of	SO 266(1)	76
Private Members' Statements outside routine.....	SO 108	33
successive divisions.....	SO 185	57
suspension of standing and sessional orders.....	SO 365	96
withdrawal of amendment moved	SO 163	54
withdrawal of motion after question proposed	SO 144	51
Leave of Speaker—		
incorporation in Hansard	SO 271	77
personal explanation	SO 62	17
to speak from seat	SO 56	16

withdrawal.....	SO 62	17
Library Committee		
Library Committee	SO 318	84
Limitation of debate or speeches		
limitation of debate or speeches.....	SO 85	21
Loan bills		
loan bills	SO 244	70
	SO 245	70
Mace		
mace.....	SO 11(2).....	6
Matter of Public Importance		
Matter of Public Importance	SO 110	35
Media—		
Speaker's control.....	SO 263	75
Meeting of House—		
earlier time than adjournment—		
Government request	SO 47	13
absolute majority of members	SO 48	13
motion by Minister	SO 34	11
time of.....	SO 34	11
Members—		
acts on behalf of another—		
notices of motions	SO 35	11
Orders of the Day	SO 170	55
Addresses to Governor, may be present at	SO 355(1)	93
absence, leave of.....	SO 27	9
	SO 28	9
	SO 29	9
allegations against in committee.....	SO 298	81
attendance—		
authorised by House	SO 328	87
bound to.....	SO 27	9
ordered by House.....	SO 325	87
record of	SO 30	10
	SO 38	12
requested of Council Member or officer	SO 327	87
call, seeking	SO 55	16
closure of	SO 86	25
	SO 87	25
committees—		
admission to	SO 294	80
appointment to or discharge	SO 274	78
personal or pecuniary interest.....	SO 276	79
voting in	SO 283(1)	79
criminal trial pending	SO 255	74
debate, conduct in and manner and right of. See "Debate"		
disobedience, wilful	SO 250(5)	73
disorderly conduct.....	SO 44	13
	SO 250(2)	73
divisions, rights and obligations during.....	SO 173	56
electorates, referred to by name of.....	SO 75	18
exclusion from precincts and committees through		
removal/suspension.....	SO 249	73
	SO 252	74
	SO 253	74
explanation—		
after named	SO 251(2)	73

speech of	SO 62	17
	SO 64	17
	SO 65	17
expulsion—		
precedence	SO 118(1)(e)	42
time limits	SO 85	21
vote of House	SO 254	74
inability to stand	SO 56	16
leave of absence	SO 27	9
	SO 28	9
	SO 29	9
	section 13A(1)(a) Constitution Act 1902	
movements in Chamber	SO 50	15
	SO 51	15
	SO 52	15
	SO 53	15
naming of	SO 250	73
	SO 251	73
notice of motion on behalf of another	SO 135	49
offensive references to	SO 72	18
ordered to attend to be examined by House	SO 325	87
papers—		
entitled to one copy	SO 270	77
inspection restricted to	SO 267	77
pecuniary interest	SO 176	56
	SO 177	56
	SO 276	79
personal explanation	SO 62	17
	SO 70	18
personal or pecuniary interest in committee inquiry	SO 276	79
petitions, certifies if over 500	SO 123(3)	44
pledge by	SO 2(5)	2
precincts, exclusion from	SO 249	73
	SO 253	74
quarrels between, not allowed	SO 74	18
recall by absolute majority	SO 47	13
referred to by name of electorate or title	SO 75	18
reflections on	SO 73	18
Register of	SO 25	9
removal from House	SO 249	73
	SO 249A	73
Roll	SO 2(6)	2
	SO 24	9
separate questions motions for—		
cognate bills	SO 195	60
complicated question	SO 153	52
seat declared vacant	SO 254	74
seated in Chamber	SO 50	15
	SO 56	16
selection by ballot	SO 278	79
Serjeant-at-Arms, removed by	SO 249	73
silence when Speaker rises	SO 50	15
speaking, when	SO 61	16
speaks once, exceptions	SO 64	17
	SO 65	17
speech, misquoted and misunderstood	SO 65	17
suspension of—		
consequences	SO 253	74
criminal trial pending	SO 255	74
named	SO 251	73
	SO 252	74
title, referred to by	SO 75	18
visitors—		
admission of	SO 257	75

exclusion of	SO 261	75
	SO 262	75
noticed	SO 258	75
votes disallowed—		
not present	SO 179	57
pecuniary interest	SO 176	56
	SO 177	56
witness, objection to question to	SO 333	88
witnesses, as	SO 325	87
	SO 326	87
	SO 327	87
	SO 328	87
Messages—		
appropriation, recommending	SO 190	60
	SO 243	70
Assembly to Council	SO 221	64
	SO 224	64
	SO 227	66
	SO 230	66
	SO 231	66
	SO 233	67
	SO 234	67
	SO 235	67
	SO 236	67
	SO 237(3)	68
	SO 312	83
	SO 319	85
	SO 320	85
	SO 327	87
Clerk delivers	SO 337	89
Council, consideration of	SO 340	89
Council to Assembly	SO 222	64
	SO 226	65
	SO 229(1)(2)	66
	SO 237(2)	68
Governor to Assembly—		
for opening of session	SO 3(2)	3
how dealt with	SO 248	72
reported	SO 247	72
money bills	SO 243	70
	SO 190	60
	SO 243	70
	SO 244	70
receipt of	SO 338	89
report of	SO 339	89
report of bills	SO 229	66
resolution of House, communicating	SO 336	89
returning bills	SO 230	66
	SO 231	66
Speaker signs	SO 337	89
Ministerial Statements—		
by leave	SO 103	32
response by the Leader of the Opposition or deputy	SO 104	32
time unlimited	SO 104	32
time for in Routine of Business	SO 97	28
Ministers—		
adjourn House	SO 46	13
arrange Government Business in any order	SO 102	32
committee inquiries from advised to House	SO 299(1)	81
committee recommendations, response	SO 303A	82
Estimates Committees, motion for	SO 246	71
Governor's availability, informs House	SO 2(9)	2

	SO 11(3).....	5
money bill, message from Governor not required.....	SO 190	60
	SO 243	70
no confidence motion—		
procedure.....	SO 112	38
time limits during debate on	SO 85	21
closure	SO 112(8)	38
papers—		
order for.....	SO 269	77
restricted inspection	SO 267	77
tabling	SO 264	76
	SO 266	76
petitions, response	SO 125	45
Private Members' Statements, notifies		
periods outside routine.....	SO 108(3)	33
questions to	SO 126	46
seats in Chamber.....	SO 26	9
time limits.....	SO 85	21
written question, non-answer, explanation	SO 132(5)	48
	SO 132(6)	48
Misquotation/misunderstanding of speech		
Misquotation/misunderstanding of speech.....	SO 65	17
Money bills		
Money bills.....	SO 228	66
	SO 243	70
	SO 190	60
Motions—		
absence, for leave of	SO 28	9
absence of Member in charge of.....	SO 145	51
adjournment of debate.....	SO 82	21
	SO 84	21
adjournment of House.....	SO 46	13
allegations made against Member in committee.....	SO 298	81
allocation of time (guillotine)	SO 90	25
anticipation of other business	SO 77	18
bills, for introduction and passage. See "Bills"		
censure of Member	SO 114	40
closure—		
debate, of.....	SO 87	25
Member, of.....	SO 86	25
	SO 87	25
	SO 111-115	36
complicated question divided	SO 153	52
committee members appointment and discharge.....	SO 274	78
condolence, vote of	SO 118(9)	42
debate on, not allowed, list.....	SO 80	20
dissent from Speaker's rulings.....	SO 95	28
division of.....	SO 153	52
leave of absence, for	SO 28	9
meeting of House, for next	SO 34	11
Member be now heard.....	SO 57	16
	SO 79	19
	SO 111-115	36
Member be not further heard.....	SO 58	16
	SO 79	19
	SO 111-115	36
Member be further heard	SO 60	16
moving of—		
by leave	SO 142(2)	51
by resolution of House.....	SO 142(2)	51
by resolution of House.....	SO 142(2)	51
pursuant to standing or sessional orders.....	SO 142(2)	51

second time.....	SO 147	51
with notice	SO 142(1)	51
without notice, debate or amendment—		
condolence	SO 118(2)	42
complicated question divided.....	SO 153	52
consideration of bill pro forma.....	SO 204(1)	62
inspection of paper be restricted to Members etc.....	SO 267	77
leave of absence	SO 28	9
Member be now heard	SO 57	16
	SO 79	19
Member be not further heard.....	SO 58	16
	SO 79	19
Member be further heard.....	SO 60	16
message to Council	SO 80(6).....	20
	SO 336	89
Member be suspended from the service of the House	SO 251(1)	73
Order of the Day be discharged.....	SO 80(8).....	20
	SO 80(13)	20
	SO 170	55
papers, printing	SO 118(2)	42
petition not be received.....	SO 124	45
question be divided.....	SO 153	52
question be not now put.....	SO 149	52
urgent bill	SO 189	60
visitors be ordered to withdraw.....	SO 258	75
withdraw or postpone notice of motion.....	SO 80(8).....	20
no confidence in Government—		
precedence	SO 118(2)	42
procedure—		
under Constitution Act.....	SO 111	36
order	SO 111A.....	37
no confidence in Minister—		
procedure.....	SO 112	38
no confidence in Speaker—		
procedure.....	SO 113	39
notices of. See "Notices of Motions"		
Order of the Day, restoring lapsed	SO 172	55
	SO 237	67
papers—		
orders for.....	SO 269	77
restricted inspection	SO 267	77
tabling of, resolution for	SO 264(6)	76
pecuniary interests	SO 176	56
	SO 177	56
postponement of—		
not allowed—		
no confidence in Government	SO 111(3)	36
	SO 111A(3).....	37
no confidence in Minister.....	SO 112(4)	38
no confidence in Speaker	SO 113(4)	39
precedence of	SO 118(8)	42
previous question	SO 149	52
	SO 150	52
privilege, matter of.....	SO 91	26
	SO 92	26
question concerning put	SO 151	52
question from Chair	SO 69	17
	SO 143	51
	SO 151	52
	SO 152	52
requiring notice	SO 95	28
same question, not to be put.....	SO 154	52
substantive, reply allowed.....	SO 64	17

	SO 66	17
	SO 67	17
superseded.....	SO 147	51
suspension of—		
Member	SO 80(5).....	20
	SO 251	73
standing and sessional orders.....	SO 365	96
urgent bill.....	SO 189	60
vote disallowed—		
not present in House.....	SO 179	57
pecuniary interest.....	SO 176	56
	SO 177	56
vote of thanks	SO 118(9)	42
withdrawal of—		
after proposed by Speaker	SO 144	51
after amendment is withdrawn or negated.....	SO 146	51
no confidence in Government	SO 111(4)	36
	SO 111A(4).....	37
no confidence in Minister.....	SO 112(5)	38
no confidence in Speaker	SO 113(5)	39
same question.....	SO 147	51
without notice	SO 28	9
	SO 57	16
	SO 58	156
	SO 118(2)	42
Naming of Member		
Naming of Member	SO 250	73
	SO 251	73
	SO 252	74
	SO 253	74
Newspaper reports		
Newspaper reports.....	SO 70	18
Notice of Motions—		
alteration of.....	SO 139	50
amended by Clerk	SO 137	49
anticipation of other business	SO 77	18
argumentative or unbecoming	SO 137	49
censure of Member	SO 114	40
censure of Speaker	SO 115	41
Clerk handed copy	SO 134	49
committee membership	SO 274	78
	SO 277	79
committee report, subsequent action	SO 307	83
correction of vote or proceeding	SO 156	52
dissent from Speaker's ruling.....	SO 95	28
giving of—		
consecutively—		
for another Member	SO 135	49
Ministers and disallowance of statutory rule,		
allowed	SO 138	50
not allowed.....	SO 138	50
verbally and showing date.....	SO 133	49
irregular.....	SO 137	49
lapsing of.....	SO 99	31
no confidence—		
in Government.....	SO 111	36
	SO 111A.....	37
in Minister.....	SO 112	38
in Speaker	SO 113	39
not printed by order of Speaker.....	SO 137	49
not required, on—		

committee members, appointment and discharge	SO 274	78
days and times of meeting	SO 34	11
disallowance of vote, pecuniary interest	SO 177	56
leave of absence	SO 28	9
Order of the Day, restoring lapsed.....	SO 172	55
urgent bill.....	SO 189	60
Member be now heard	SO 57	16
Member be not further heard	SO 58	16
Member be further heard.....	SO 60	16
petition not be received.....	SO 124	45
order dealt with	SO 140	50
order on Business Paper	SO 99	31
	SO 136	49
papers, printing of.....	SO 266	76
privilege matter	SO 92	26
precedence of Orders of the Day	SO 99	31
postponement of—		
at placing or Disposal of Business	SO 100	31
by another Member or Speaker	SO 141	50
if called on	SO 99	31
removed by order of Speaker.....	SO 137	49
signature required	SO 134	49
time for consideration in Routine of Business.....	SO 97	29
	SO 133(2)	49
time for giving, government and bills	SO 97	29
time for giving, no confidence, censure and other business with precedence.....	SO 97	29
	SO 133	49
unbecoming or argumentative	SO 137	49
withdrawal of	SO 99	31
	SO 100	31
Oaths		
witnesses, taken by	SO 291	80
Objection to ruling of Speaker		
Objection to ruling of Speaker	SO 95	28
Obstruction of business—		
House, in	SO 81	20
visitor, by.....	SO 260	75
Offensive words		
Offensive words	SO 72	18
	SO 74	18
	SO 250(3)	73
Speaker's Guideline.....		99
Officers of the House		
See "Clerk of the House", "Serjeant-at-Arms" and "Witnesses"		
Opening of—		
new session	SO 3.....	3
Parliament—		
procedure.....	SO 2.....	2
reference to Sovereign.....	SO 8.....	3
Order		
See "Debate—Order"		
Orders of the Day—		
anticipation of discussion of	SO 77	18
	SO 128(5)	46
bills for. See "bills"		
Business Paper, order on	SO 168	55
called on where no notices.....	SO 169	55
discharge of.....	SO 80(8).....	20

	SO 99	31
	SO 100	31
	SO 170	55
Governor's message.....	SO 248(3)	72
Government business, out of	SO 102	32
postponed—		
amendments of Council to Assembly bill.....	SO 224(4)	64
by Member in charge.....	SO 100	31
	SO 170	55
for other Member	SO 170	55
precedence	SO 118	42
	SO 168	55
precedence, Member in charge of.....	SO 171	55
report from committee referred bill.....	SO 201	62
restoration of lapsed.....	SO 172	55
Speaker sets down	SO 167	55
time for dealing with in Routine of Business	SO 97	29
Orders of the House—		
papers	SO 269	77
sessional	SO 364	96
suspension of standing or sessional.....	SO 365	96
Pairs		
Pairs.....	SO 186	58
Papers and documents		
Papers and documents	SO 264-271	76
Address to Governor.....	SO 268	77
committee reports, tabling out of session.....	SO 305	82
copies.....	SO 270	77
custody of	SO 33	10
distribution of.....	SO 270	77
inspection restricted.....	SO 80(10)	20
	SO 267	77
Members entitlement to one copy.....	SO 270	77
ordered by House.....	SO 264(6)	76
	SO 269	77
return of ordered papers, arranged by Speaker	SO 269	77
precedence of motion for printing	SO 118(1)	42
printing of.....	SO 118(2)	42
	SO 265	76
	SO 266	76
procedure for tabling and printing.....	SO 266	76
Routine of Business, place in	SO 97	29
Royal Prerogative, concerning.....	SO 268	77
tabling, by whom.....	SO 264	76
	SO 305	82
tabling, time for	SO 97	29
time limits during debate on printing.....	SO 85	21
Parliament—		
new, meeting of.....	SO 2	2
new session, commencement of	SO 3.....	3
opening by—		
Governor or Commissioners.....	SO 2	2
Sovereign, Governor to be construed as.....	SO 8.....	3
See also "Addresses—Governor's Speech", "Committees, Standing" and "Speaker, election of"		
precincts, Members excluded.....	SO 249	73
	SO 253	74
Parliamentary Secretaries		
Parliamentary Secretaries	SO 366	97
Pecuniary Interest		

Pecuniary Interest.....	SO 176	56
	SO 177	56
	SO 276	79
Personal—		
explanation	SO 62	17
	SO 70(2).....	18
explanation, not open to debate nor amendment.....	SO 80(9).....	20
interest, in committee inquiry	SO 276	79
reflections	SO 73	18
Petitions—		
announcement of receipt of, time for in		
Routine of Business	SO 97	29
certificate by Clerk.....	SO 120	43
certified by Member	SO 123(3)	44
conformity with Standing Orders – Electronic petitions	SO 120A.....	43
general rules of contents	SO 121	43
	SO 121A.....	44
	SO 122	44
lodgement with Clerk	SO 119	43
	SO 119A.....	3
Ministerial response	SO 125	45
motion not to be received	SO 80(18)	20
procedure for lodgement and presentation	SO 123	44
	SO 123A.....	44
private bills.....	SO 122(1)	44
	SO 358	94
received unless motion moved	SO 124	45
reference by Clerk to Minister responsible	SO 125	45
signatories, over 500	SO 123(3)	44
	SO 125	45
signatories, over 10,000.....	SO 125A.....	45
Places on Members		
Places on Members.....	SO 330	87
Pledge of Loyalty—		
Members, made by.....	SO 2	2
	SO 23	9
Point of order		
Point of order.....	SO 93	27
	SO 94	27
	SO 183	57
Postponement of—		
business	SO 100	31
clauses/schedules	SO 213	63
Council amendments to Assembly bill,		
consideration of	SO 224(4)	64
meeting times.....	SO 47A.....	13
notice of motion	SO 100(2)	31
	SO 141	50
Order of the Day	SO 100(3)	31
	SO 170(1)	55
preamble of bill.....	SO 205	63
	SO 209	63
title of bill.....	SO 209	63
Prayer—		
new session	SO 3(2).....	3
read each day.....	SO 39	12
Pre-audience		
Pre-audience	SO 64(1).....	17

Press

See "Media"

Previous Question

Previous Question	SO 149	52
	SO 150	52

Private Bills

See "Bills, Private"

Private Members' Statements—

procedure	SO 108	33
time limits	SO 85	21

Privilege—

matters—

interruption of another Member	SO 79	19
notice of motion	SO 92(5)	26
order of precedence	SO 118(3)	42
precedence to	SO 91	26
raising of matter suddenly arising	SO 91	26
raising of matter not suddenly arising	SO 92	26
Speaker considers	SO 92	26
time limits	SO 85	21

Privileges and rights—

Speaker claims	SO 11(5)	6
	SO 11(6)	6

Privileges

not insisted upon, money bills	SO 228	66
--------------------------------------	--------------	----

Proceedings—

resumption of after count-out	SO 41	12
-------------------------------------	-------------	----

Proclamation calling Parliament

Proclamation calling Parliament	SO 2	2
	SO 4(1)	3

Prorogation—

resumption of proceedings on lapsed bills	SO 237	67
	SO 363	95

Public Interest Debates—

procedure	SO 109	34
Routine of Business	SO 97	29
time limits	SO 85	21

Quarrels in debate

Quarrels in debate	SO 74	18
--------------------------	-------------	----

Questions and Answers Paper

Quarrels in debate	SO 31	10
	SO 132	48

Questions from the Chair—

adjournment	SO 46	13
amendments. See "Amendments"		
"Be now put" (closure)	SO 80(20)	20
	SO 86	25
complicated, division of	SO 153	52
decided—		
by division	SO 180	57
by voices	SO 152	52
when debate concluded	SO 151	52
declaration of urgency	SO 189	60
divided	SO 80(19)	20

divided upon.....	SO 173	56
	SO 174	56
Member to speak once to.....	SO 64	17
Members to be silent and not move.....	SO 51	15
proposed to House.....	SO 143	51
put—		
when debate concluded.....	SO 151	52
read if required.....	SO 78	18
same question.....	SO 154	52
separate, motion for—		
cognate bills.....	SO 195	60
complicated questions.....	SO 153	52
Speaker puts.....	SO 151	52
Questions seeking information—		
additional information.....	SO 131(5)	47
answers to.....	SO 129	46
	SO 130	47
form and content.....	SO 128	46
Members, to, other than Ministers.....	SO 127	46
Ministers, to.....	SO 126	46
period of question time.....	SO 131(2)	47
supplementary.....	SO 131(3)	47
Time.....	SO 131	47
time for—		
in Routine of Business.....	SO 97	29
motion for suspension of Standing and Sessional Orders prohibited.....	SO 365(5)	96
written—		
procedure.....	SO 132	48
Quorum—		
absence of—		
committees—		
at the time of meeting.....	SO 281	79
during sitting.....	SO 286	80
House—		
division, in.....	SO 43	13
noticed by Member.....	SO 41	12
Members present recorded.....	SO 41	12
Speaker, action by.....	SO 41	12
	SO 42	13
Speaker, action by.....	SO 41	12
	SO 42	13
time of meeting, at.....	SO 37	12
	SO 38	12
Member speaking interrupted.....	SO 79(3).....	19
Member not to call, when present.....	SO 44	13
Member not to leave Chamber.....	SO 44	13
business set down on Business Paper by Speaker.....	SO 41	12
Chair's discretion, second or subsequent call.....	SO 42	13
committees.....	SO 279	79
	SO 295	80
debate interrupted by want of.....	SO 41	12
	SO 79(3).....	19
not required after long bell.....	SO 40	12
number required—		
committees.....	SO 279	79
House.....	SO 37	12
	section 32 Constitution Act 1902	
joint committee.....	SO 321	85
restriction on.....	SO 45	13

Reasons—

Assembly bills.....	SO 224	64
Casting vote of Speaker.....	SO 184	57
Council bills	SO 235	67
Recall of House—		
by Government	SO 47	13
by absolute majority of Members	SO 48	13
Reconsideration of bill		
Reconsideration of bill.....	SO 215	63
	SO 217	64
Records of House		
Records of House	SO 30	10
	SO 33	10
Register of Members		
Register of Members	SO 25	9
Relevancy of—		
amendments.....	SO 160	53
	SO 214	63
answers to questions.....	SO 129	46
debate	SO 76	18
	SO 245(1)	70
subject being considered in detail.....	SO 214	63
quotation from debate of current session.....	SO 70	18
reply.....	SO 67	17
Repetition		
Repetition.....	SO 59	16
Reply—		
Right of	SO 64(3).....	17
	SO 66	17
subject of	SO 67	17
Report of—		
conference.....	SO 350	91
Estimates Committee	SO 246	71
legislation committee.....	SO 323(11).....	86
	SO 323(12).....	86
	SO 323(13).....	86
joint committees.....	SO 322	85
message from Governor	SO 247	72
committees	SO 299	81
	SO 303A.....	82
Rescission of resolution		
Rescission of resolution	SO 71	18
	SO 155	52
Roll of Members		
Roll of Members	SO 2(6).....	2
	SO 23	9
	SO 24	9
Routine of Business		
Routine of Business	SO 97	29
Royal Prerogative—		
paper concerning.....	SO 268(1)	77
Rulings of Speaker, dissent from		
Rulings of Speaker, dissent from.....	SO 95	28
Same Question		
Same question	SO 154	52
Schedules		

See "Bills"

Seats—

declared vacant through expulsion	SO 254	74
Members—		
to remain in	SO 51	15
to resume	SO 50	15
Ministers.....	SO 26	9
resumed when Speaker rises.....	SO 50	15
speaking from, if ill or infirm	SO 56	16

Second speech

Second speech	SO 64	17
	SO 65	17

Seconding—

Address in Reply.....	SO 4.....	3
Address to Governor.....	SO 355.....	93
Election of Deputy Speaker.....	SO 13	6

Select committees

See "Committees—General Provisions"

Serjeant-at-Arms—

Member, removal by	SO 249	73
visitors—		
admission of	SO 257	75
removal of.....	SO 260	75
witnesses, introduces.....	SO 329	87

Session—

new, opening of.....	SO 3.....	3
----------------------	-----------	---

Sessional Orders—

adoption of.....	SO 364	96
suspension of	SO 365	96

Sitting and adjournment of House—

adjournment—		
automatic.....	SO 46	13
by Minister.....	SO 46	13
by Speaker	SO 38(2).....	12
	SO 38(3).....	12
next succeeding day, to.....	SO 38(3).....	12
	SO 41(4).....	12
	SO 43	13
want of quorum.....	SO 38	12
	SO 41	12
	SO 43	13
continuous sitting in case of no confidence in Government.....	SO 111(9)	36
days and hours of meeting—		
House appoints	SO 34	11
order of precedence.....	SO 118(6)	42
next meeting—		
motion to fix	SO 34	11
request by Government	SO 47	13
request by absolute majority of Members	SO 48	13
presentation of Speaker to Governor.....	SO 11(4).....	6
suspension of sitting.....	SO 40	12

Sovereign—

attends session	SO 8.....	3
addresses to	SO 356	93
Parliament, opens.....	SO 8.....	3
offensive words against, not allowed.....	SO 72	18

Speaker—

absence of	SO 15	7
	SO 18	7
Acting Speaker, election of	SO 18	7
Address in Reply presented by	SO 7	3
addresses presented by	SO 354	93
adjourns House	SO 38	12
	SO 41	12
	SO 43	13
ballot, decides which Member to serve		
if equality of votes	SO 352(5)	92
calls Members to speak	SO 55	16
casting vote	SO 184	57
censure	SO 115	41
Chair—		
left by—		
until appointed time	SO 40	12
until long bell	SO 40	12
taken by—		
appointed time	SO 36	11
clock, pause	SO 49A	15
Committee chairs and deputy chairs, advises House	SO 282	79
committee reports, set down consideration	SO 306(3)	82
committees, not required to serve on	SO 275	78
debate participation in	SO 9(1)	4
decision, dissent from	SO 95	28
determines question on—	SO 275	78
anticipation	SO 77	18
obstructive motions	SO 81	20
offensive or disorderly words	SO 74	18
privilege	SO 91	26
	SO 92	26
same question	SO 154	52
voices	SO 152	52
dissent from ruling	SO 95	28
divisions, duties	SO 174	56
	SO 180	57
election—		
new Parliament	SO 2(7)	2
	SO 9	4
	SO 10	4
	SO 10A	4
	SO 10B	5
	SO 11	5
	section 31B Constitution Act 1902	
proceedings after	SO 11	5
time limits during debate on	SO 85	21
vacancy	SO 9	4
Estimates Committee, sets down consideration of reports	SO 246	71
Governor—		
Addresses to	SO 354	93
	SO 355	93
Address in reply, presents	SO 7	3
Opening Speech, reports and tables	SO 3(4)	3
messages from, reports	SO 247	72
privileges and rights, claims	SO 11(5)(6)	6
presentation to	SO 11(3)(5)	6
guidelines	SO 9(2)	4
offensive words		99
Hansard, incorporation of material into, leave for	SO 271	77
heard without interruption	SO 50	15
House Committee, ex officio member	SO 318	84
intervenes in debate	SO 74	18
leave, grants—		

incorporation of material into Hansard	SO 271	77
speaking from seat	SO 56	16
legislation committee report, sets down consideration	SO 323(12)	86
Library Committee, ex officio member	SO 318	84
Media, defines conditions and issues directions	SO 263	75
Member—		
names	SO 250	73
order to attend	SO 251	73
order to attend	SO 253	74
orders removal	SO 249	73
seated and silent when Speaker rises	SO 249A	73
silent and not move when question put	SO 50	15
speech, directs, to discontinue	SO 51	15
speech, directs, to discontinue	SO 59	16
messages—		
reports	SO 222	64
reports	SO 247	72
reports	SO 339	89
sets down consideration of amendments	SO 222	64
signs	SO 221	64
signs	SO 337	89
no confidence	SO 113	39
order maintained by	SO 48	13
Order of the Day, directs Clerk to read	SO 169	55
Orders of the Day, sets down	SO 167	55
papers	SO 264(1)	76
papers	SO 265	76
personal explanation, leave for	SO 62	17
postpones General Business Notices of Motion	SO 141	50
prayers read by	SO 3(2)	3
prayers read by	SO 39	12
Press Gallery and rooms, controls,	SO 263	75
privileges not claimed by new Speaker during a Parliament	SO 11(7)	6
question—		
opinion on, announces	SO 152	52
proposed by	SO 108(1)	33
proposed by	SO 143	51
put by	SO 51	15
put by	SO 68	17
put by	SO 151	52
put by	SO 158	53
put by	SO 251	73
put by	SO 258	75
stated by	SO 78	18
questions seeking information—		
routine, place in	SO 97	29
supplementary	SO 131(3)	47
quorums, want of action by	SO 38	12
quorums, want of action by	SO 40	12
quorums, want of action by	SO 41	12
quorums, want of action by	SO 42	13
quorums, want of action by	SO 43	13
recalls House—		
request of Government	SO 47	13
request of absolute majority of Members	SO 48	13
records and papers tabled, non-removal	SO 33	10
ruling of—		
after point of order	SO 94	27
dissent from—		
procedure	SO 95	28
time limits	SO 85	21
Standing Orders and Procedure Committee, ex officio		
member	SO 318	84
suspension of Member, proposes question	SO 251(1)	73

tables—		
papers	SO 264(1)	76
unproclaimed legislation	SO 117	42
tellers, appointed by	SO 180(1,2)	57
Temporary Speakers—		
nominated by	SO 19	8
revocation of nomination	SO 20	8
vacancy in office	SO 16	7
visitors—		
admits behind Chair	SO 256	75
admits to public galleries	SO 257	75
removal ordered	SO 260	75
withdrawal ordered	SO 258	75
votes in House	SO 9(1)	4
Votes and Proceedings, signs	SO 30	10
witnesses, order issued by	SO 325	87
Speeches—		
contents of and rules. See "Debate"		
inaugural	SO 63	17
time limits	SO 85	21
valedictory	SO 63	17
Standing Committees. See "Committees, Standing"		
Standing Orders—		
amendments proposed, conformity with	SO 210	63
petitions, conformity with	SO 120	43
.....	SO 123(2)	44
refusal to conform to	SO 250(4)	73
repeal of	SO 1	1
suspension of	SO 365	96
.....	SO 366	97
Standing Orders and Procedure Committee—		
Standing Orders and Procedure Committee	SO 317	84
Statements by Members—		
Statements by Members	SO 108	33
Statute—		
papers tabled	SO 264(5)	76
references to	SO 72	18
Statutory Rules—		
disallowance, procedure	SO 116	42
order of precedence	SO 118(7)	42
published by Clerk, weekly	SO 32	10
time limits	SO 85	21
Strangers. See "Visitors"		
Submissions, unauthorised disclosure—		
submissions, unauthorised disclosure	SO 297	81
Suspension of—		
Members	SO 251	73
.....	SO 252	74
.....	SO 253	74
sitting	SO 40	12
Standing and Sessional Orders	SO 365	96
Tabling—		
papers	SO 264-271	76
Speaker, Governor's speech	SO 3(4)	3
Tedious repetition—		
tedious repetition	SO 59	16

Tellers. See "Divisions"**Temporary Speakers—**

absence.....	SO 18	7
acts as Speaker.....	SO 15(3).....	7
nomination by Speaker	SO 19	8
revocation of nomination	SO 20	8
referred to as Acting Speaker.....	SO 19	8
vacates, takes Chair	SO 21	8

Thanks—

vote of.....	SO 118(j).....	42
--------------	----------------	----

Time—

allocation of, limitation of debate	SO 90	25
extension of time, not open for amendment nor debate	SO 80(3).....	20
limits	SO 85	21
meeting of House, for.....	SO 34	11

Title of bills. See "Bills"**Unproclaimed legislation—**

unproclaimed legislation	SO 117	42
--------------------------------	--------------	----

Urgent bill—

urgent bill	SO 80(12)	20
	SO 189	60

Vacancy in office of—

Assistant Speaker	SO 17	7
Clerk	SO 22	8
Deputy Speaker	SO 17	7
Speaker.....	SO 16	7

Visitors—

admission of	SO 256	75
	SO 257	75
	SO 261	75
	SO 262	75
committees, at.....	SO 294	80
galleries, admission to.....	SO 257	75
noticed by Member	SO 79(4).....	19
	SO 258	75
Speaker's Chair, admission to area behind.....	SO 256	75
removal by Serjeant at direction of Speaker.....	SO 260	75
withdrawal of	SO 80(11)	20
	SO 258	75
	SO 259	75

Vote of House—

condolence	SO 118(9)	42
correction.....	SO 156	52
reflection on.....	SO 71	18
recission of	SO 71	18
	SO 155	52
same	SO 154	52
thanks, of.....	SO 118(9)	42

Votes—

deliberative	SO 283	79
	SO 323(6)	86
disallowed	SO 177	56
	SO 179	57
casting—		
chair of a committee.....	SO 283	79
	SO 323(6)	86
Speaker.....	SO 184	57
See also "Ballot"	SO 351-353	92

See also "Divisions"	SO 173-187	56
Votes and Proceedings—		
Votes and proceedings	SO 30	10
	SO 31	10
	SO 38	12
	SO 181	57
	SO 183	57
	SO 184	57
	SO 186	58
Warning Bells—		
Warning Bells	SO 35	11
Withdrawal of—		
amendments	SO 163	54
Member from—		
committee	SO 294	80
House	SO 249	73
notice of motion	SO 99	31
	SO 100	31
visitors	SO 258	75
	SO 259	75
witness	SO 333	88
Witnesses—		
bar, examined at	SO 329	87
Clerk's role	SO 324	87
Council, Members/Officers	SO 327	87
evidence—		
correction	SO 293	80
Hansard	SO 292	80
how taken	SO 291	80
unauthorised disclosure	SO 297	81
examination of—		
before House	SO 329	87
	SO 331	88
by committee	SO 291	80
by Council	SO 328	87
expenses of	SO 308	83
Members—		
committee request	SO 326	87
Council request	SO 328	87
evidence elsewhere	SO 334	88
examined in place	SO 330	87
House directs to attend	SO 325	87
ordered to be examined	SO 325	87
objection to question in House	SO 333	88
Officers—		
committee request	SO 326	87
Council request	SO 328	87
evidence elsewhere	SO 334	88
House or committee request for Council	SO 327	87
questions, objections to	SO 333	88
Speaker's role	SO 325	87
	SO 331	88
summons of	SO 289	80
	SO 324	87
withdrawal of	SO 333	88
Writs of election—		
produced	SO 2(6)	2
receipt announced	SO 2(1)	2

SITTING DAY SCHEDULE (ROUTINE OF BUSINESS)

TUESDAY		WEDNESDAY		THURSDAY	
		10.00 a.m.	Notices of Motion (General Business) (up to 15 minutes)	10.00 a.m.	Notices of Motions (General Business) (up to 15 minutes)
		10.15 a.m.	Government Business	10.15 a.m.	General Business Notices of Motion for Bills (up to 20 minutes)
		11.00 a.m.	Question Time and Routine of Business	10.35 a.m.	General Business Orders of the Day for Bills (up to 90 mins)
		Approx. 12.15 p.m.	Government Business	11.00 a.m.	Question Time and Routine of Business
12.00 p.m.	Question Time and Routine of Business	1.00 p.m.	Committee Reports (Take Note Debate) (up to 30 mins)	Approx. 12.15 pm	Resumption of General Business Orders of the Day for Bills
1.15 p.m. (approx.)	Notices of Motion (General Business) (up to 15 minutes)	1.30 p.m.	Lunch	1.20 p.m. (approx)	Lunch
1.30 p.m. (approx)	Lunch	2.30 p.m.	Government Business (if completed, Community Recognition Statements for up to 30 minutes, followed by Private Members' Statements if required)	2.30 p.m.	General Business Notices of Motions or Orders of the Day (not being Bills)
2.30 p.m.	Government Business (if completed, Community Recognition Statements for up to 30 minutes, followed by Private Members' Statements if required)	3.40 p.m.	Government Business (if completed, Community Recognition Statements for up to 30 minutes, followed by Private Members' Statements if required)	3.40 p.m.	Government Business (if completed, Community Recognition Statements for up to 20 minutes)
5.00 p.m.	Public Interest Debate	At 4.00 p.m.	Public Interest Debate		Petition Debate
Approx. 5.45 p.m.	Government Business (if required)		Government Business (if required)		Community Recognition Statements
	Community Recognition Statements		Community Recognition Statements		Private Members' Statements
	Private Members' Statements		Private Members' Statements		Adjournment at the conclusion of Private Members' Statements
	Adjournment at the conclusion of Private Members' Statements		Adjournment at the conclusion of Private Members' Statements		