



# LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

## PROCEDURAL DOCUMENTS

This Information Sheet describes the documents of the Assembly. The documents are available on the Legislative Assembly's website.

<https://parliament.nt.gov.au/>

### Standing and Sessional Orders

The Assembly's procedural rules are contained in the Standing Orders. Sessional Orders also contain rules of a temporary nature which may become standing rules at a later time.

The link to the Standing Orders is here:

<https://parliament.nt.gov.au/business/standing-and-sessional-orders>

### Legislation

The Legislative Assembly requires Members to declare their interests and abide by a code of conduct.

The *Legislative Assembly (Powers and Privileges) Act 1992* gives Parliament House significant status as a precinct which has special privileges.

The Link to legislation is here: <https://parliament.nt.gov.au/business/legislation>

### Notice Paper

The *Notice Paper* sets out the business before the Assembly. It includes the Routine of Business which outlines the order that business will be conducted on each Meeting Day, the Program for Assembly Committees, and the list of business before the Assembly on a particular day. Business in accordance with Standing Orders is grouped in several categories listed in order of priority. Standing Orders specify how Orders of the Day for debate on Government and General Business are listed.

A link to a Notice Paper is here: <https://parliament.nt.gov.au/business/meeting-documents>

### Minutes of Proceedings

The Assembly's minutes are a record of what occurs each day. Every vote and Tabled Paper is recorded. The *Minutes of Proceedings* are similar to any formal meeting you may be familiar with.

A link to the Minutes is here: <https://parliament.nt.gov.au/business/parliamentary-records>

### The Parliamentary Record

A transcript of proceedings is published at the end of each meeting day and is called the *Daily Hansard*. This transcript is edited and later published as the *Parliamentary Record* after the contents have been checked for accuracy against the *Minutes of Proceedings* and have been edited to a high standard. The *Parliamentary Record* contains the Questions and Debates. The Parliamentary Record is in common practice referred to as the *Hansard*.

A link to this is here: <https://parliament.nt.gov.au/business/parliamentary-records>

### Making Laws

#### Bills

A Bill is a proposed act to become a law. A Bill becomes a law after it has been agreed to in the Assembly and assented to by the Administrator.

A member proposes a Bill by giving notice to the Assembly that they will present a Bill for an Act.

### SUMMARY

- Standing Orders
- Sessional Orders
- Notice Paper
- Minutes of Proceedings
- Parliamentary Record
- Bills
- Explanatory statement
- Human Rights compatibility statement
- Amendments
- Scripts and the role of the Clerks

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When a Bill is presented it is circulated electronically to all Members and the proposer delivers an explanatory speech. At this stage the question for the Assembly to consider is whether the Bill should be read a first time.

Once the Assembly hears the speech Members are asked to agree whether it should be read a first time. This means the title of the Bill is read out to all Members so they know the next stage is what is called a second reading debate.

### **Explanatory Statement and Human rights Compatibility Statement**

At the conclusion of the first reading speech the Member tables an Explanatory Statement and a statement of compatibility with human rights. These are required by the Standing and Sessional Orders.

They assist Members in understanding the broader context of what the Bill will achieve.

### **Amendments**

If any Member proposes an amendment to a Bill to change a clause in the proposed law they must circulate a document in writing.

These documents are prepared by the Parliamentary Counsel. Amendments are considered at the conclusion of the second reading debate and before Members are asked whether the Bill should be read a third and final time.

### **Scripts and the role of Clerks**

Members may wish to seek the advice of the Clerks at the table about any of these documents and how they are drafted and presented.

As a matter of procedure anything which proposes to change something before the Assembly should be in writing and signed by the Member.