



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

ASSEMBLY MEETING DOCUMENTS

Standing and Sessional Orders

The Assembly's operating rules are the Standing Orders, which govern the conduct of proceedings. Sessional Orders contain rules of a temporary nature which may become standing rules later. The Standing Orders are supplemented by other orders, determinations and resolutions relating to matters like:

- Members' entitlements
- media accreditation
- electronic tabling of papers.

Standing Orders are made and amended from time to time by the Assembly under the authority of section 30 of the *Northern Territory (Self-Government) Act 1978* (Cth):

The Legislative Assembly may make standing rules and orders, not inconsistent with a law of the Territory, with respect to the order and conduct of its business and proceedings.

Proposed changes to Standing Orders or procedures are examined by the Standing Orders Committee, which reports to the Assembly.

Standing Orders cover topics including: the election of the Speaker; the composition and rules for committees; the handling of legislation; the rules of debate; the routine of business; and the conduct of Members.

When a procedural question arises, the Speaker makes a ruling. If the Speaker's ruling is challenged, the Assembly determines the question. Where Standing Orders are silent, the Assembly will look to the *House of Representatives Practice* for guidance.

Notice Paper

The Notice Paper contains a list of business before the Assembly on a particular day and other useful information. Business is placed on the Notice Paper in accordance with Standing Orders. For example, items of business are grouped in several categories which are listed in order of priority.

Minutes of Proceedings

The Assembly's minutes are a procedural record of each day, noting every decision, vote, tabled document and other procedurally significant events.

The Minutes of Proceedings are issued as a draft at the end of each meeting day and a final version is published some weeks later when the contents have been checked.

Daily Hansard

An uncorrected version of the transcript of proceedings is published at the end of each meeting day. The Daily Hansard is also available for Members to make corrections prior to the Parliamentary Record being produced. These corrections may include the correction of names and places that have been misspelt, or words that have been transcribed incorrectly.

Parliamentary Record

The Parliamentary Record or Hansard is the edited transcript of proceedings in the Assembly. The Parliamentary Record contains a record of Questions and Debates. It is published later when the contents have been checked for accuracy and consistency against the Minutes of Proceedings and have been edited to a high standard.

SUMMARY

The **Notice Paper** contains a list of business before the Assembly on a particular day, and also includes known forthcoming business and other useful information

The **Minutes of Proceedings** are a procedural record of each meeting day, noting every decision, vote, tabled document and other procedurally significant event

The **Daily Hansard** is an informal and uncorrected version of the transcript of proceedings and is published at the end of each meeting day

The **Parliamentary Record** or 'Hansard' is the edited transcript of proceedings in the Assembly.

Procedural documents

Procedural scripts are provided when requested to assist Members to transact business. They may relate to giving notices of motion, introducing bills, suspending Standing Orders, presenting and tabling reports or other procedures.

Motions must be signed by the Member and delivered to the Clerk. This may occur when a Member gives a notice of motion, or when a motion is introduced without notice.

Other documents

Several kinds of documents are presented to the Assembly on a daily or regular basis. The Clerk presents many documents required by law to be tabled. Most of these are regulations and other instruments. A list of these documents is included in the Minutes of Proceedings under 'Deemed Papers'. Debate on such documents is rare but may occur.

A Minister may table Government documents, most of which are reports from government departments or agencies, and provide tabling statements. These documents appear listed in the Minutes of Proceedings.

Assembly documents such as Letters from the Administrator are tabled by the Speaker and are not debated.

A link to meeting documents is here:

parliament.nt.gov.au/business/meeting-documents