



## **Appendix B**

### **Proposed standing orders relating to petitions**

#### **CHAPTER IX**

#### **PETITIONS**

#### **Preparing a petition**

##### **What must be in a petition**

**112** A petition for presentation to the House must:

- (a) be addressed to the House of Representatives.
- (b) refer to a matter which is within the power of the House of Representatives to address, that is, a Commonwealth legislative or administrative matter.
- (c) state the facts which the petitioners wish to bring to the notice of the House.
- (d) contain a request for the House or the Parliament to take one or more specified actions.

##### **How a petition should be prepared**

**113** A petition must conform to the following requirements:

- (a) It must be on paper.
- (b) It must be legible.

- (c) It must be in the English language or be accompanied by a translation certified to be correct. The person certifying the translation must place his or her name and address on the translation.
- (d) The text of the petition must not contain any alterations.
- (e) It must not have any letters, affidavits or other documents attached to it.
- (f) The language used must be respectful, courteous and moderate. The petition should not contain irrelevant statements.
- (g) It must not contain any indication that it has been sponsored or distributed by a Member of the House of Representatives; except that, for the purpose of facilitating the lodgement of the petition, the name and address of a Member may be shown as an address to which the petition may be sent for presentation to the House.
- (h) A petition from a corporation should be made under its common seal. Otherwise it will be received as the petition of the individuals who signed it.

### **Rules about signatures**

**114** Every petition must contain the signature and address of at least one person on the page on which the terms of the petition are written.

All the signatures on a petition must meet the following requirements:

- (a) Every signature must be written on a page bearing the terms of the petition, or the action requested by the petition. Signatures must not be copied, pasted or transferred on to the petition nor should they be placed on a blank page on the reverse of a sheet containing the terms of the petition.
- (b) Each signature must be made by the person signing in his or her own handwriting. A petitioner who is not able to sign must make a mark in the presence of a witness. The witness shall sign the petition as witness and write his or her address, and the name and address of the petitioner.

### **Presentation to the House**

#### **Only a Member may lodge a petition for presentation**

**115** A petition for presentation to the House may only be lodged by a Member. A Member cannot lodge a petition from herself or himself.

## **Responsibilities of Members**

**116** Before lodging a petition with the Clerk or presenting a petition to the House a Member must:

- (a) write his or her name and electoral division at the beginning of the petition; and
- (b) count the signatories and write the number of signatories at the beginning of the petition.

## **Presenting a petition**

**117** Petitions may be presented to the House in one of the following ways:

- (a) In accordance with standing order 101, the Clerk shall announce each sitting Monday petitions lodged for presentation. Members must lodge petitions with the Clerk by 12 noon on the Friday prior to the Monday on which it is proposed that they be presented.
- (b) A Member may present a petition during the period of Members' statements under standing order 106A or 275A.
- (c) A petition which refers to a motion or order of the day may be presented by a Member when that motion or order of the day is moved or called on for the first time.

Before presenting a petition under paragraph (b) or (c) the Member presenting it must insert the information required by standing order 116 and obtain a certification by the Clerk that it complies with the standing orders.

## **Responsibilities of Clerk**

- 118** (a) The Clerk or the Deputy Clerk shall check that each petition lodged for presentation complies with the standing orders. If it does he or she shall certify the fact on the petition.
- (b) The Clerk shall make an announcement to the House of the petitions lodged for presentation. The announcement shall indicate, for each petition, the Member who lodged it, the identity and number of petitioners and the subject matter of the petition.

## **Action on petitions**

### **Action by the House**

- 119** (a) No discussion on the subject matter of a petition is allowed at the time of presentation.
- (b) Every petition presented shall be deemed to have been received by the House unless a motion that it not be received is moved immediately and agreed to.
- (c) No other motion may be moved in connection with a petition except a motion that a particular petition be:
- (i) referred to a particular committee; or
  - (ii) printed. This motion may only be moved by a Member who intends to take action on the petition and informs the House of the action he or she intends to take.
- (d) Unless a motion is moved under subparagraph (c)(i) the petition shall stand referred to the relevant standing committee for any inquiry the committee may wish to make.

### **Other action**

**120** The following action shall be taken in respect of every petition received by the House:

- (a) Its terms shall be printed in Hansard.
- (b) The Clerk shall refer a copy of the petition to the Minister responsible for the administration of the matter which is the subject of the petition. A Minister may respond to a petition by lodging a written response with the Clerk. At the end of the petitions announcement the Clerk shall report any response received and the response shall be printed in Hansard.

## Renumbering of standing orders relating to petitions

Proposed standing order number	Current standing order number
112 (a)	New (implicit in current standing orders)
(b)	New (implicit in current standing orders)
(c)	New (implicit in current standing orders)
(d)	115, 116
113 (a)	New (implicit in current standing orders)
(b)	115
(c)	117
(d)	115
(e)	123
(f)	125
(g)	115
(h)	122
114	119
(a)	118
(b)	120
115	126
116	127
117 (a)	112
(b)	New
(c)	114
118 (a)	113
(b)	129
119 (a)	129
(b)	130
(c)	130, 131
(d)	New
120 (a)	129
(b)	129, 132

