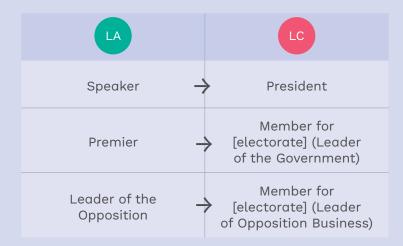
### Chamber place cards

The Chamber place cards can be used in parliamentary debates. The front of the card has the title (either role, ministerial portfolio or electorate). The back of the card has their role in the chamber, the standing orders (rules) and some key phrases.

The place cards are based on the roles in the Legislative Assembly (lower house). If, however, you are running the debate in the Legislative Council, the table shows what replacements need to be made:



The government does not need the majority in the Legislative Council, therefore the number of members from each party — government, opposition, minor party or independent — can vary, e.g.: the opposition party might have the majority, or the crossbench might hold the balance of power.

Throughout the debate, students can indicate if they would like to speak by standing up or alternatively they can raise their hands. It is the Presiding Officer's role to select whose turn it is to speak.

#### Process of passing a bill

There is an instruction page for the passing of a bill. A copy of this would be useful for the Presiding Officer, minister introducing the bill and the member responsible for moving the readings. The instructions include key phrases for each of the three readings. Briefly:

- First reading: introduction of the title of the bill by minister responsible
- Second reading: minister responsible explains the bill in more detail and all MPs have a chance to respond to the bill (referred to as second reading debate)
- Third reading: all MPs vote on whether to pass the bill

#### Chamber support roles

Some Parliamentary Officer roles have also been included. These roles support the chamber on a sitting day, but are not involved in the debate. The roles include the Clerks, Serjeant-at-Arms, Usher of the Black Rod and Hansard reporter.

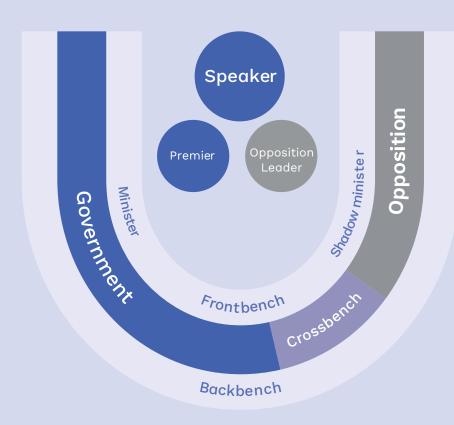
These roles can be used to differentiate the activity. For example, for students who may lack the confidence for public speaking, who have been absent, or who may need extra scaffolding or support before participating in debate.

Scan the QR code or follow the link below for more details on the passage of a bill and classroom activities.

vicparl.news/debating-chamber



### Room setup



#### How to prepare place cards:



- 1. Print and fold each page along the dotted line
- Display each place card with title facing towards the room
- 3. Print the cards with the icon relevant to the selected chamber.

The table breaks down how many of each card needs to printed, based on a class of 25 students. If setting up for the Legislative Assembly, the Premier and Leader of the Opposition will sit facing each other. If setting up for the Legislative Council, the Leader of Government and Opposition Business can sit facing each other.

Presiding Officer	Government (50% + 1)	Opposition (30%)	Crossbench
1 Speaker	1 Premier 5 ministers (20%)* 7 backbenchers	1 Leader of the Opposition 5 Shadow ministers 2 backbenchers	3 minor party and/or independent members

<sup>\*</sup> The number of ministers can be increased or decreased depending on the debate.

"Through the Chair!"
(To remind members that all remarks need to be directed to the Presiding Officer)

"Order!"
(To call either individual members or the whole chamber to order)

"All those in agreeance say 'aye; all those to the contrary 'no: The [ayes/noes] have it." (Used for motions, for example moving from first to second, or from second to third readings)

"I call the [Title of the Member] to speak." (When choosing a member of the house to speak)

Maintaining the order of the chamber

member not following the standing orders

- succinct, factual and relevant

   Points of order need to be related to a
- Answers to questions must be direct,
- You cannot use 'unparliamentary language'
  - You must keep to the debate (relevance)
    - not other members
       Refer to other members by their title.
      - Address the Presiding Officer,
        - Stand when speaking

#### Standing orders

- (aye or no), or a division (an official count)
- between the different sides of the chamber Call for official votes. Either on the voices
  - Call upon members to speak. Alternate
    - in their speeches • being rude to the Presiding Officer
      - o including irrelevant material
    - including yelling over speakers
- conduct. This includes:

   speaking out of turn or being disruptive,
- Remove/withdraw members for disorderly
  - Maintain order in the chamber

#### The role of the Speaker

Fold here

# Speaker

Presiding Officer

<i></i>	[rəɔiħO gɾ	er [Presidin	ord ord	nioq b nO"
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	] for their	nədməM to "————		"I thank th contributi
«	– əvəiləd I	he [party],	nber of t	nəm p s∀"
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	"			əsoddo <sub>I"</sub>
"	ot tnəmb	au aweu	uisodora	y əd iliw i"
		"		— <sub>әлош І"</sub>
·		eak apont	αλ το sbo	bot əsir I"

- member not following the standing orders
  - succinct, factual and relevant

     Points of order need to be related to a
  - Answers to questions must be direct,
- You cannot use 'unparliamentary language'
  - You must keep to the debate (relevance)
    - not other members
       Refer to other members by their title.
      - Address the Presiding Officer,
        - Stand when speaking

#### Standing orders

 Making speeches on any bill. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

#### During debate:

(second reading)

- Summarising the bill and its purpose
  - Reading of the title (first reading)
- Introducing bills of high importance to the state

#### When introducing bills:

The role of the Premier

Fold here

## Premier

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	int raised "	bout the po	cerned ar dməM to	
	"] for their	nədməM to :		"I thank contribu
"	_ əvəiləd I	τμε [barty],	ember of	em p sA"
	"	граке	ot bespe	nd wp I"
	"		——— ә	soddo <sub>I"</sub>
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				элош ј"
66		seak apont	day to sp	oj əsin l"

- member not following the standing orders
  - succinct, factual and relevant Points of order need to be related to a
  - Answers to questions must be direct,
- You cannot use 'unparliamentary language'
  - You must keep to the debate (relevance)
    - not other members
       Refer to other members by their title.
      - Address the Presiding Officer,
        - Stand when speaking

Standing orders

 Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

#### During debate:

(second reading)

- Summarising the bill and its purpose
  - Reading of the title (first reading)
  - Introducing Private Member's bills

#### When introducing bills:

The role of the Leader of the Opposition

Fold here

## Leader of the Opposition

Member for

u ·	_ _ [ɹəɔiੁᢔO ᠪɑ	nibizər9] rəbr	o to tnioq b nO"
	bəsint rai		"I'm concerned by [Title of Mem
	j for their		"I thank the [Tit contribution on
"	— əvəiləd I	οι τhe [party],	o nember o
	"	—— о граке	g pəspəjd wp j"
	"		
"	— ot tnəmb	ejud au ameu	"I will be propos
		"	ә∧ош <i> </i> "
	"	sbeak apont	"I rise today to

member not following the standing orders

- succinct, factual and relevant

   Points of order need to be related to a
- Answers to questions must be direct,
- You cannot use 'unparliamentary language'
  - You must keep to the debate (relevance)
    - not other members
       Refer to other members by their title.
      - Address the Presiding Officer,
        - Stand when speaking

#### Standing orders

 Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

#### During debate:

(second reading)

- Summarising the bill and its purpose
  - Reading of the title (first reading)
  - Introducing bills related to your areas of responsibility (portfolio)

#### When introducing bills:

The role of a minister

Fold here

### Minister for

Government (frontbencher)

Member for

"	[195iTO gnibis	of order [Pre	niod p n0"
	bəsint raised 	med about the	"l'm concer by [Title of
	nber] for their —	nəM ło əlitlə ar no n	"I thank the contribution
"	əvəiləd I ,[Vt	per of the [pai	ıməm p s∀"
	u —	ed to share –	", aw bjeas
	"		– əsoddo <sub>I</sub> "
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		"	— әлош І"
	"—— ino	λ το speak aba	"nbot əsir l"

- member not following the standing orders
  - succinct, factual and relevant

     Points of order need to be related to a
  - Answers to questions must be direct,
- You cannot use 'unparliamentary language'
  - You must keep to the debate (relevance)
    - not other members
       Refer to other members by their title.
      - Address the Presiding Officer,
        - Stand when speaking

Standing orders

 Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

#### During debate:

(second reading)

- Summarising the bill and its purpose
- Introducing Private Member's bills, related to either your electorate or your areas of responsibility (portfolio)
   Reading of the title (first reading)

#### When introducing bills:

The role of a shadow minister

Fold here

### **Shadow Minister for**

Useful phrases

Opposition (frontbencher)

Member for

"On a point of order [Presiding Officer]	<i>"</i>
""m concerned about the point raised by [Title of Member]	
"I thank the [Title of Member] for their contribution on	
"As a member of the [party], I believe	"
"I am pleased to share	
"—————————————————————————————————————	
"I will be proposing an amendment to	
"——— əлош <i></i>	
" rise today to speak about	
Nseful phrases	

member not following the standing orders

- succinct, factual and relevant Points of order need to be related to a
- · Answers to questions must be direct,
- You cannot use 'unparliamentary language'
  - You cannot refer to them by name You must keep to the debate (relevance)
    - not other members Refer to other members by their title.
      - · Address the Presiding Officer,
        - Stand when speaking

Standing orders

 Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

#### During debate:

(second reading)

- Summarising the bill and its purpose
- (with party permission and when specifically relating to your electorate)

   Reading of the title (first reading)
  - Introducing Private Member's bills

#### When introducing bills:

(government)

Fold here

### Member for

Government (backbencher)

"	_ [ਸ਼ <del>ə</del> ɔiਜੋO gr	rder [Presidii	io to tai	od p u0"
	bəsint raised "	nbout the po		"ا'm cond by [Title
	r] for their	" nədməM to ə	-	"I thank i contribut
"	— əvəiləd I	, τηε [baιτλ],	mper of	əш p s∀"
	"	граке	aseq to	ejd wp j"
	"		<del>(</del>	esoddo <sub>I</sub> "
"	– ot tnəmbi	ıəwp ap 6u	broposi	ed lliw l"
		"		- әлош լ"
	"	beak apont	ς οι λορ	oot əsir I"

- member not following the standing orders
  - succinct, factual and relevant

     Points of order need to be related to a
  - Answers to questions must be direct,
- You cannot use 'unparliamentary language'
  - You must keep to the debate (relevance)
    - not other members
       Refer to other members by their title.
      - Address the Presiding Officer,
        - Stand when speaking

#### Standing orders

 Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

#### During debate:

(second reading)

- Summarising the bill and its purpose
  - Reading of the title (first reading)
  - Introducing Private Member's bills

When introducing bills:

The role of a member (opposition)

Fold here

### Member for

Opposition (backbencher)

"	[rəɔiffiO gn	ibisər¶] rə	nt of ord	"Ou a bo
	bəsint raised 			"I'm conc by [Title c
	r] for their	admaM ło 		"I thank t
"	- əvəiləd I	ye [baxx]	nber of t	ıəm p s∀"
	"		aseq to s	əjd wp j"
	"			əsoddo <sub>I</sub> "
"	ot tnəmbr	au awei	proposing	əd lliw l"
		"		– әлош І"
«		sak apont	iay to spe	oot əsir l"

member not following the standing orders

- succinct, factual and relevant
   Points of order need to be related to a
  - Answers to questions must be direct,
- You cannot use 'unparliamentary language'
  - You must keep to the debate (relevance)
    - not other members

       Refer to other members by their title.
      - Address the Presiding Officer,
        - Stand when speaking

Standing orders

 Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

#### During debate:

(second reading)

- Summarising the bill and its purpose
  - Reading of the title (first reading)
  - Introducing Private Member's bills

When introducing bills:

The role of a member (minor party or independent)

Fold here

### Member for

Minor party or independent (crossbencher)

- (aye or no), or a division (an official count)
- between the different sides of the chamber Call for official votes. Either on the voices
  - Call upon members to speak. Alternate
    - o being rude to the Presiding Officer
- o including irrelevant material in their speeches
  - including yelling over speakers
     using 'unparliamentary language'
  - - Remove/withdraw members for
    - Maintain order in the chamber

The role of the President

- member not following the standing orders
  - succinct, factual and relevant

     Points of order need to be related to a
    - · Answers to questions must be direct,
- You cannot use 'unparliamentary language'
  - You must keep to the debate (relevance)
    - not other members
       Refer to other members by their title.
      - Address the Presiding Officer,
        - Stand when speaking

Standing orders

Maintaining the order of the chamber

(To remind members that all remarks need to be directed to the Presiding Officer)

(To call either individual members or the

first to second, or from second to third readings)

"I call the [Title of the Member] to speak." (When

(Used for motions, for example moving from

to the contrary 'no'. The [ayes/noes] have it."

choosing a Member of the house to speak)

"All those in agreeance say 'aye', all those

"Through the Chair!"

"Order!"

whole chamber to order)

Fold here

## President

**Presiding Officer** 

"	[rəɔiʔtO g	nibizər9] re	int of orde	nod p u0"
	int raised ——	out the poi		onco m'l" by [Title c
	] for their	nedmeM to		"I thank t
"	_ əvəiləd I	γε [baιτλ] <sup>,</sup>	nber of ti	am p s∀"
	"	<u> </u>	aseq to s	əjd wp j"
	"			əsoddo <sub>I</sub> "
"	ot tnəmb	au aweu	proposing	əq ıjiw I"
		66		– әлош І"
ec .		ak apont	ιαλ το spe	oot əsir I"

- member not following the standing orders
  - succinct, factual and relevant

     Points of order need to be related to a
  - · Answers to questions must be direct,
- You cannot use 'unparliamentary language'
  - You must keep to the debate (relevance)
    - not other members

      Refer to other members by their title.
      - Address the Presiding Officer,
        - Stand when speaking

Standing orders

 Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

#### During debate:

(second reading)

- Summarising the bill and its purpose
  - Reading of the title (first reading)
- When introducing bills of high importance to the state Introducing bills of high importance to the state

The role of a member (Leader of the Government)

Fold here

### Member for

Leader of the Government (frontbencher)

"———[Jə	эі̀НО виіb	rder [Presi	o ło żnio	d p uo"
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ie	-, oer] for th	dməM to əl	the [Tit no noiti	
"	vəiləd I ,[v	ot the [party	ешрек с	m p sA"
	"	o syare	easeq t	nd wp I"
cc c			əs	soddo <sub>I"</sub>
" 01	tuəmbnə	eing an am	e bropos	ון אוון ף,
		"		әлош І"
"		sbeak apor	ος λορο	"I rise to

- member not following the standing orders
  - succinct, factual and relevant
     Points of order need to be related to a
  - Answers to questions must be direct,
- You cannot use 'unparliamentary language'
  - You cannot refer to them by name

     You must keep to the debate (relevance)
    - not other members

      Refer to other members by their title.
      - · Address the Presiding Officer,
        - Stand when speaking

Standing orders

 Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

#### During debate:

(second reading)

- Summarising the bill and its purpose
  - Reading of the title (first reading)
  - Introducing Private Member's bills

#### When introducing bills:

The role of a member (Leader of Opposition Business)

Fold here

### Member for

Leader of Opposition Business (frontbencher)

### Process of passing a bill

#### First reading

Introducing the bill where the full title is read for the first time.

**Speaker:** The [name of the bill] will now be read for the first time. I call on the Minister for [portfolio] to read the bill.

Minster for [portfolio]: Thank you Speaker. I rise today to introduce the [name of the bill].

**Speaker:** I call on the Member for [electorate].

**Member for [electorate]:** I move that the bill be read a second time.

Speaker: All those in favour of reading the bill a second time say 'aye'. All those against 'no'. The 'ayes' have it. The bill will now be read a second time. I call on the Minister for [portfolio].

#### Second reading

The purpose of the bill is explained and members provide their arguments on the bill.

Minster for [portfolio]: Thank you Speaker. The [name of the bill] will [explains the purpose of the bill].

**Speaker:** I call upon [calls upon members to have their say on the bill, alternating between different parties].

#### Third reading

The members vote on whether to pass the bill or not (i.e. the third reading ends the time for debate).

**Member for [electorate]:** I move that the bill be read a third time.

**Speaker:** All those in favour of reading the bill a third time say 'aye'. All those against 'no'. The 'ayes' have it. The bill will now be read a third time.

**Speaker:** All those in favour of the [name of bill] please stand. All those in against the [name of bill] please stand. The bill has been [passed/defeated].



#### Hansard reporter





### The Hansard reporter is a parliamentary officer. Their role is to:

- provide a record of what is said in parliament:
  - o who spoke
  - what the key ideas and arguments are (in parliament every word of the debate is recorded and documented)
  - o who has been disruptive, but not what was said
  - o the results of any motions
  - the results of any divisions, including the names
     of members who voted for and against a particular bill

A Hansard reporter does not speak when in the chamber.

#### Serjeant-at-Arms

LA

### The Serjeant-at-Arms of the Legislative Assembly is a Parliamentary Officer. Their role is to:

- announce the Speaker (Presiding Officer)
- · maintain chamber security
- support the clerks in their duties by alerting the clerk/Speaker:
  - o about whose turn it is to speak
  - o if someone if not following the standing orders
- record any disorderly behaviour and the consequences
- · double check the results of motions

#### Key phrase

"Honourable Members, the Speaker"

#### Cut here

#### Clerk





#### The clerk of the chamber is a parliamentary officer. Their role is to:

- support the Presiding Officers (the Speaker or President)
- answer questions about procedure
  - o who speaks when
  - o set the timer for timed speeches
  - alert the Presiding Officers if someone if not following the standing orders
- o record any disorderly behaviour and the consequences
- record motions and their results
- record divisions (votes) and their results

#### Key phrase:

"The next order of business is the [name of bill]"

#### Usher of the Black Rod



### The Usher of the Black Rod of the Legislative Council is a Parliamentary Officer. Their role is to:

- announce the Presiding Officer, the President
- maintain chamber security
- support the clerks in their duties by alerting the clerk/President:
  - o about whose turn it is to speak
  - o if someone if not following the standing orders
- record any disorderly behaviour and the consequences
- double check the results of motions

#### Key phrase:

"Members of the Legislative Council, the President"