

## **Legislative Council Rules for Ministerial Advisers**

- On arrival at Parliament advisers must report to the Senior Parliamentary Liaison Officer on the first floor (Room 1.9).

### **President's Gallery**

- Permission from the Office of the President is required to sit in the President's Gallery at the rear of the Chamber.
- The Senior Parliamentary Liaison Officer must obtain permission from the Office of the President for advisers to sit in the President's Gallery. Permission to sit in the President's Gallery must be obtained each sitting day.
- Communication across the Bar of the House is not permitted. Note taking is permitted.
- Please read the rules located outside the Chamber entrance.

### **Second Reading debate**

- During the second reading debate on the relevant Bill you will be escorted by a Parliamentary Officer to a seat at the back of the Chamber (behind the dias).
- You may take notes. See below in relation to electronic devices.
- If you need to communicate with a Minister or Parliamentary Secretary you must contact a Parliamentary Officer in the Chamber on extension 315 or by discretely signalling the officer. The officer will deliver a message for you.

### **Committee of the Whole House**

- A maximum of three advisers may assist a Minister or Parliamentary Secretary at the Table on the floor of the Chamber during the Committee of the Whole House stage of a Bill.
- Advisers are to meet the Parliamentary Officer at the southern gallery door to be escorted into the Chamber.
- Advisers at the Table who want to send a note to an adviser outside the Chamber must ask a Parliamentary Officer to deliver the note by discretely signalling that officer.
- Advisers at the Table (or seated at the back of the Chamber during second reading) may use electronic devices such as phones, tablets and laptops, but must not take or receive phone calls or make any noise using a device. Devices must be set on silent mode.
- Advisers must not enter or leave the Chamber unless escorted by a Parliamentary Officer.
- During debate, advisers must direct comments to the Minister or Parliamentary Secretary and must not address other Members including a Member who has asked a question.
- When a division occurs advisers will be escorted from the Chamber. When the division concludes they will be escorted back to the Table in the Chamber.
- When the Committee of the Whole House debate has concluded, advisers will be escorted from the Chamber.

### **Contact Details**

Senior Parliamentary Liaison Officer  
Legislative Council Chamber  
Administration Office  
Switchboard

Tel: 9222 7246  
Tel: 9222 7315  
Tel: 9222 7466  
Tel: 9222 7222