

Answers to Questions without Notice Guidelines for Departments and Agencies

Questions on Notice.

Questions on Notice are written requests for information, asked by Members to Ministers, often requiring detailed responses concerning Government administration.

[Standing Orders 8.07–8.12](#) govern the procedure for asking and answering Questions on Notice.

Questions submitted by Members are published at the back of the electronic [Notice Paper](#) each sitting day and all answers to questions are published in [Hansard](#) after they have been tabled.

The Council maintains a spreadsheet listing all Questions on Notice asked during the current session of Parliament. An [Unanswered Questions on Notice booklet](#) is also produced and published within one week of the end of a sitting week, listing the full text of all questions remaining unanswered at the end of each sitting week.

Submitting Answers to Questions on Notice

Standing Orders require answers to Questions on Notice be provided within 30 (calendar) days of the asking date. [Standing Order 8.12](#) governs the rules relating to answers.

A template for answers can be found on the on the [Legislative Council Questions on Notice webpage](#).

Both hard and electronic copies **must** be provided as follows:

- the original hard copy, signed by the Legislative Council Minister
- three photocopies of the signed answer
- an electronic copy of the answer in MS Word format

Answers should be lodged with the Legislative Council Table Office, delivered by hand or mailed to the following address:

Legislative Council Table Office
Parliament of Victoria
Parliament House
Spring Street
East Melbourne 3002
(DX 210402)

The electronic copy should be emailed to council@parliament.vic.gov.au or may be provided on CD/USB and delivered with the hard copies. Please submit the electronic copy in Microsoft Word format.

Once an answer has been lodged with the Table Office, it will be tabled in the House at the end of Question Time on the next sitting day and provided to the Member who asked the question. After an answer has been tabled it will be published in the next edition of the weekly Hansard.

Answers are to be lodged with the Table Office by close of business (5.00 p.m.) in order to be tabled the next day of sitting.

For further enquiries please contact the Council Table Office on 9651 8678 or email council@parliament.vic.gov.au