

Answers to Questions on Notice Guidelines for Departments and Agencies

Questions on Notice

Questions on Notice are written requests for information, asked by Members to Ministers of both the Legislative Assembly and the Legislative Council, 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 online [Notice Paper](#) each sitting day and all answers to questions are published in [Hansard](#) after they have been tabled.

The Chamber Support Office 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 relevant 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 Chamber Support Office by 5.00 p.m., the day **before** tabling, delivered by hand to —
Chamber Support Office
Department of the Legislative Council
Parliament House
Spring Street
East Melbourne 3002

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 Chamber Support 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.

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