

Written Responses to Questions without Notice Guidelines for Departments and Agencies

Questions without Notice

In accordance with [Standing Order 8.07](#), the President may determine that an answer to an oral question without notice is not responsive and direct the Minister to submit a written response.

Written responses to questions directed to a **Council Minister's** portfolio will be required to be lodged within **one business day** —

- at least 15 minutes prior to the time scheduled for Questions if they are due on a sitting day; or
- 12.00 noon if they are due on a day when the Council is not sitting.

Written responses to questions directed to a Council Minister representing an **Assembly Minister's** portfolio will be required to be lodged within **two business days** —

- at least 15 minutes prior to the time scheduled for Questions if they are due on a sitting day; or
- 12.00 noon if they are due on a day when the Council is not sitting.

Under Sessional Order 14, the President will also assess the responsiveness of the written answer provided. If the President determines that the written response does not adequately answer the question, a further written response may be required and will be due on the next business day.

All questions requiring a written response are listed on a spreadsheet, which is available on the [Legislative Council Questions without Notice webpage](#). The specified due date for each question will be reflected in the spreadsheet. In addition, the full text of questions are published in [Hansard](#).

Submitting Answers to Questions without Notice

Under [Standing Order 8.07](#) answers to Questions without Notice must be lodged with Clerk of the Legislative Council by the specified time.

A template for answers can be found on the on the [Legislative Council Questions without Notice webpage](#).

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

- the original hard copy, signed by the Legislative Council Minister
- two 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, 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 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 provided to the Member who asked the question and the President and published in the next edition of the weekly [*Hansard*](#).

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