Frequently asked Questions

**Q: What time is Question Time?**

A: Question time is set according to Sessional Order and is outlined in the [Sitting Pattern](#).

**Q: What are the rules for Questions?**

A: The rules for questions are outlined in the Standing Orders 64 and 65. They can be found [here](#) or a hardcopy can be requested from the Table Office 9230 2431.

**Q: How are Questions submitted?**

A: Questions on Notice are submitted by members to the Clerks at the Table during a sitting, this can be any time during the sitting prior to adjournment. To assist staff with the administration of questions word versions of questions are also sent to the councilQ&A inbox.

Questions Without Notice are asked by members during Question Time.

**Q: Can a Minister or Department redirect questions under any circumstances?**

A: In the Legislative Council questions cannot be redirected.

**Q: When and where are answers to Questions Without Notice published?**

A: All answers to Questions Without Notice are published in Hansard. If they are answered in full during Question Time on the day they are asked they will be published in that day’s Hansard after question time (each answer will appear under the title of the question). If the Minister takes the question on notice they will be published in the first Hansard following the day they are answered under the heading ‘Deferred Answers’. This could be the day they are answered or several months later. The President will announce receipt of these answers on the first sitting day following their submission if received on a non-sitting day. Answers due on sitting days will be provided to the House by the Minister and published in that day’s Hansard. From the day the answer is submitted anyone can request a copy of the answer from the Table Office on 9230 2431.

**Q: When and where are answers to Questions on Notice published?**

A: All answers to Questions on Notice are published in the Questions and Answers database. They will appear online within 15 minutes of being entered into the database. Answers to Questions on Notice will also appear in the next Question and Answers paper published on the next sitting day (this may be the day the answer is received). If you are interested in a particular answer and need help to locate it please contact the Table Office on 9230 2431.

**Q: How can I track a Question Without Notice?**

A: If you know which date the question was asked and the title given to the question in Hansard as well as who asked it and to whom it was directed you will be able to find the answer easily.

One method is to work out 5 weeks to the day of the question being asked. If that date is a day the House sits the answer should appear in the Hansard for that day. If that date is not a sitting day it should appear in the next sitting day Hansard. If the due date for the answer has passed but the House has not sat please contact the Table Office on 9230 2431 as we will be able to provide a copy.
If you cannot locate it this way Hansard has a search function that can be used. It can be found [here](#).  

TIP: For speech type choose ‘Deferred Answer’.  

If you need help tracking a Question Without Notice please contact the Legislative Council Table Office on 9230 2431.  

**Q: How can I track a Question on Notice?**  

A: There is an [Answers Due](#) page that lists questions awaiting an answer. Once an answer has been received and entered into the Database the question can no longer be viewed on this page. It will appear elsewhere online and in the paper.  

**Q: When are answers due?**  

A: Answers are due 35 days after the question is asked. A handy hint is 5 weeks to the day, so if a question was asked on Tuesday the answer will be due the Tuesday in 5 weeks time. Answers are due by close of business on non-sitting days or on adjournment for sitting days.  

**Q: Who can submit answers?**  

A: Answers can be submitted by Legislative Council ministerial staff given prior approval by their Minister. This approval is in the form of a letter to the Clerk. Generally, the Minister submits one letter with a list of their staff. Ministers can submit a new letter when staffing changes occur.  

**Q: How can answers be submitted?**  

A: Answers can be submitted by pre-approved Legislative Council ministerial staff either as hardcopy answers submitted in person or soft copy (word and PDF documents) via an email that states the answers are being submitted electronically.  

**Q: What is electronic submission?**  

A: Ministers may submit answers electronically. A letter from the Minister to the Clerk indicating they would like to submit answers electronically is needed. When answers are submitted via an email to the councilqa inbox it states in the email that the answers are for electronic submission. This process makes submission easier for both Ministerial offices and the Table Office.  

**Q: What are the rules for answers?**  

A: The rules for answers are outlined in the Standing Orders 65 and 67. They can be found [here](#) or a hardcopy can be requested from the Table Office 9230 2431.  

**Q: Who do I submit feedback to on the answer process or anything question and answer related?**  

A: The Table Office on 9230 2431.