

Answers to Constituency Questions Guidelines for Departments and Agencies

Constituency Questions

[Standing Order 8.08](#) governs the procedure for Constituency Questions. At the conclusion of Question Time up to 15 Members may ask Ministers an oral question relating to a constituency matter.

All questions are listed on a spreadsheet, which is available on the [Legislative Council constituency questions webpage](#). In addition, the full text of questions are published in [Hansard](#).

The spreadsheet is updated regularly to reflect when answers are received. New questions raised during a sitting week will be added to the spreadsheet within one week of the end of a sitting week.

Answers to Constituency Questions

[Under Standing Order 8.08](#), answers to Constituency Questions must be given to the Clerk in writing within 14 days of the question being asked.

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

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

- the original hard copy, signed by the Minister
- one photocopy 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

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 Table Office, it will be provided to the Member who asked the question and published in the next edition of the weekly [Hansard](#).

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