



INFORMATION AND PROCEDURES

FOR QUESTIONS ON NOTICE

IN THE LEGISLATIVE COUNCIL

SEPTEMBER 2012

If you have any queries, please do not hesitate to contact:

**Procedural Services Section
Legislative Council
Parliament House
PERTH WA 6000**

Ph: (08) 9222 7382

Ph: (08) 9222 7468

E-mail: LCquestions@parliament.wa.gov.au

All Questions on Notice to be emailed to: LCquestions@parliament.wa.gov.au

Western Australian Parliament Homepage: <http://www.parliament.wa.gov.au>

TABLE OF CONTENTS

INTRODUCTION	1
REQUIREMENTS	1
PROROGATION	2
SEARCHING FOR QUESTIONS ON THE INTERNET	3
FLOW CHART FOR QUESTIONS ON NOTICE	5
FORMAT OF QUESTIONS	6
EXAMPLES OF THE REQUIRED FORMAT FOR QUESTIONS ON NOTICE	7
Example No. 1	7
Example No. 2	7
Example No. 3	8
Example No. 4	8
LEGISLATIVE COUNCIL STANDING ORDERS	9
QUESTIONS SEEKING INFORMATION	9
103. Questions to Ministers and Members	9
104. Rules for Questions	9
105. Answers to Questions	9
106. Questions on Notice	9
107. Answers to Questions on Notice	9
108. Questions without Notice	10
Portfolios of Ministers', Ministers Representing in the Legislative Council and Acts with administering portfolios and public sector agencies	10

INTRODUCTION

This manual is designed to assist Electorate Officers, Members of the Legislative Council and officers in providing an effective and more efficient system to produce questions on notice.

Within this manual you will find procedures for typing and formatting of questions (with examples), a copy of the relevant Standing Orders and where to find the latest information on the portfolios of the Ministry, Ministers representation in the Legislative Council and Acts with administering portfolios and public sector agencies.

Please read this manual carefully and if you have any queries or suggestions please do not hesitate to contact the Legislative Council Procedural Services Section.

REQUIREMENTS

Questions on Notice

Hand delivered or emailed copies of **signed** questions, to be placed on notice, are to be received by the Procedural Services Section prior to 12.00 midday for inclusion on that particular sitting day. Any questions received after this time will be held over for the following sitting day.

Questions may be signed by either the Member, or by a nominated staff member on behalf of the Member. All questions should also be e-mailed to the Legislative Council with all the questions to be placed in **one** Word document only - not a separate Word document for each question. Signed versions can be copied into PDF format and attached to the email.

E-mail: LCquestions@parliament.wa.gov.au

It is the Members' obligation to ensure that their questions on notice comply with the requirements of Standing Orders.

Checklist for Questions on Notice

- Marked clearly 'Question on Notice'.
- Full Ministerial title including the representative title.
- Signed by the Member or a nominated staff member.
- Delivered or emailed to the Procedural Services Section before 12.00 midday.
- E-mail Word and PDF copies to the LC Questions email address —
(LCquestions@parliament.wa.gov.au)

Questions Booklet

A complete list of questions asked for each sitting day, including a postponed list (questions not answered), can be located in the Legislative Council Administration Office or on the Parliament website.

**Every endeavour will be made to ensure that the
Questions Booklet will be available by —**

- Tuesday 4.30pm
- Wednesday 4.30pm
- Thursday 4.30pm

PROROGATION

Once prorogation has occurred, all business, including unanswered questions on notice, will cease to exist.

Unanswered questions on notice can be re-submitted during the course of the next session of Parliament.

SEARCHING FOR QUESTIONS ON THE INTERNET

Question booklets are emailed to all Members prior to Questions without Notice being taken on each sitting day. Alternatively, the Question Booklet can be found on the Parliament website POWAnet under the section 'Chamber Documents'. Select the year, the month and the day that you require.

The screenshot shows a web browser window displaying the POWAnet website. The address bar shows the URL: <http://intranet/parliament/sitsched.nsf/Parliamentary%20Sitting%20Schedule>. The page title is "Sitting Schedule".

The website header includes the POWAnet logo and navigation menus. The main content area is titled "Chamber Documents" and includes a "Sitting Schedule Calendar" link. It provides information about the next sitting dates for the Legislative Assembly and the Legislative Council.

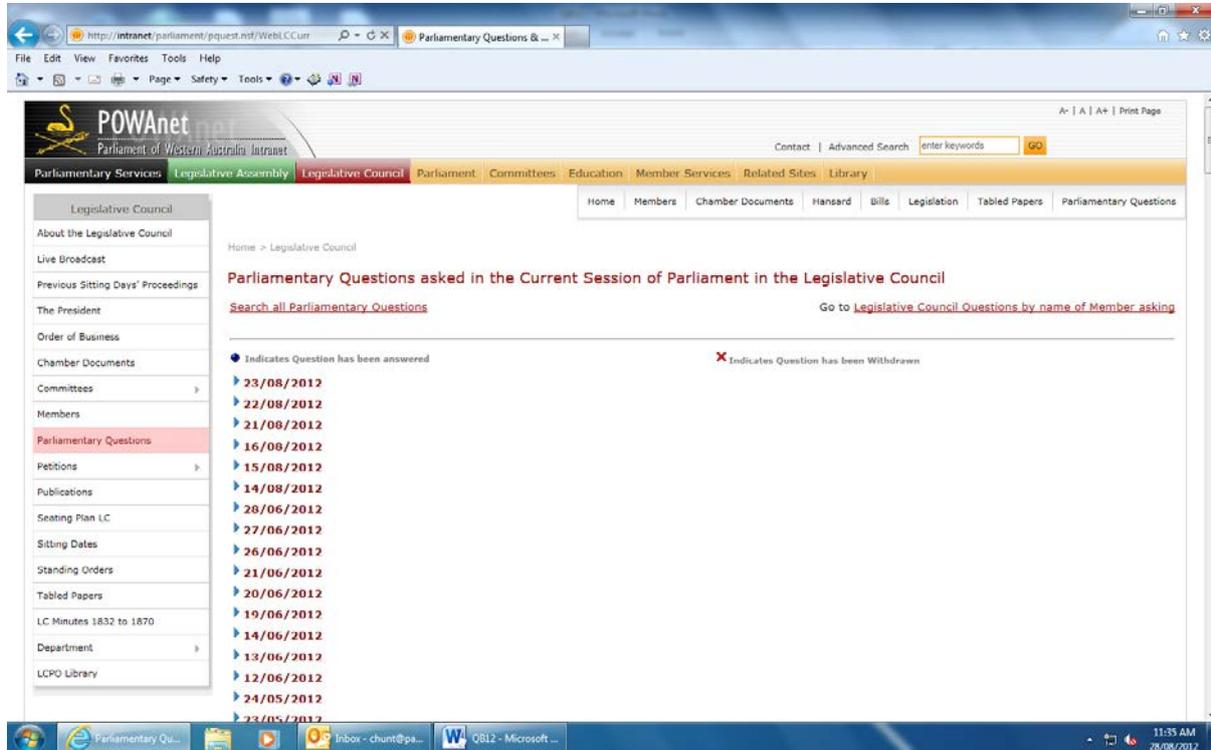
Search Interface:

Search For	House	Document Type	Date
<input type="text"/>	In <input type="text" value="Both Houses"/>	<input type="text" value="All Document Types"/>	<input type="text" value="dd/mm/yyyy"/>

Search for documents using the Search options above, OR, select the date required from the list below

- ▼ 2012
 - ▶ September
 - ▶ August
 - ▶ Thursday 23 August
 - ▶ Wednesday 22 August
 - ▶ Tuesday 21 August
 - ▼ Legislative Council
 - [Business Program No 223](#)
 - [Minutes No 225](#)
 - [Notice Paper No 224](#)
 - [Questions No 224](#)
 - [Weekly Bulletin No 75](#)

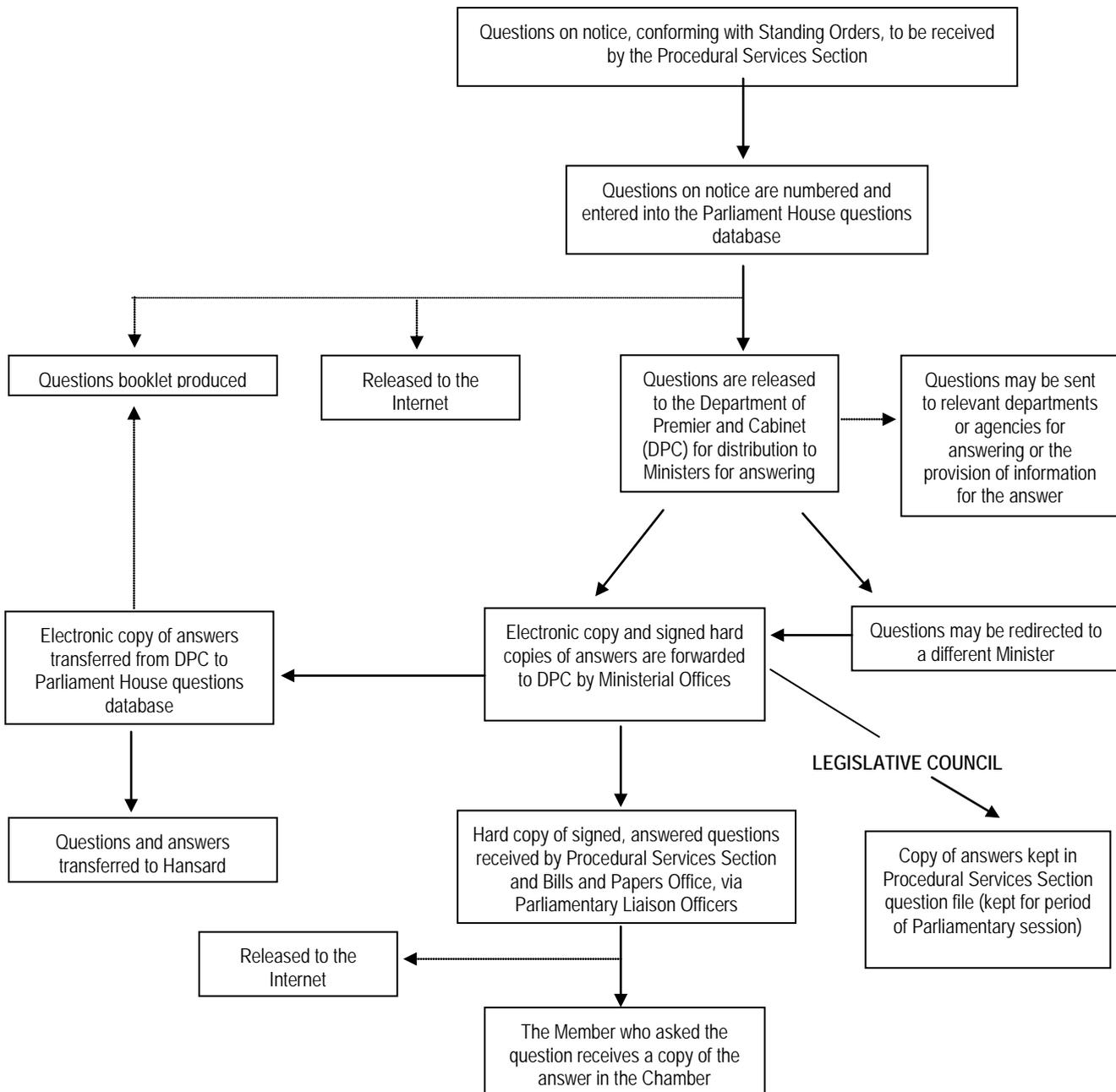
You can search for individual questions on the website under the Legislative Council section by selecting 'Parliamentary Questions'. You can conduct a search by using a word that pertains to the question in the search field or by clicking on the Member's name.



Click on the date of the question to view the question. If the question has been answered, the answer to the question will follow on from the question.

The public Parliament website can be found at: www.parliament.wa.gov.au

FLOW CHART FOR QUESTIONS ON NOTICE



FORMAT OF QUESTIONS

Please ensure that you adhere to the following format when compiling questions -

- (1) Font for all questions is **Times New Roman, 11 point**.
- (2) Never use colons at the end of a preamble, only (alt m) Emdash (—).
- (3) Question numbering should be in brackets i.e. **(1)**, not 1.
- (4) Do not use double quotes (“ ”) only single quotes(‘ ’).
- (5) Dates are always Day, Month and Year i.e. **22 May 2011** or **Tuesday, 22 May 2011**.
- (6) Financial years are written using hyphens: **2010-11** or **2010-2011**, not 2010/11 or 2010/2011.
- (7) Numbers one to nine in words, not numeric [i.e. is it correct there are seven staff...].
- (8) **No.** 15 not No 15.
- (9) Acts, Bills, newspaper names, publications and Latin scientific names to be in italics i.e. *The West Australian, Bank Mergers Act 1997*.
- (10) Sentences in subparagraphs always begin with a lower case character unless the name of a place etc. [i.e. (a) jobs within a department;] and end with a semi-colon unless the last subparagraph where the question mark is used.
- (11) Capital “B” for Budget when stating a particular budget i.e. 1996-97 Budget, State Budget.
- (12) Company/department names should be in full but may be succeeded by an acronym if used later in the question i.e. **Conservation and Land Management (CALM)** in the first instance and then only the acronym ‘CALM’ afterwards.
- (13) Do not use full points after Mr, Dr etc. or between initials i.e. **Mr I J Boldy**, not Mr. I.J. Boldy.
- (14) **Smart quotes** (‘ ’), not straight quotes (" ').
- (15) Refer to ‘**Minister**’ not ‘**you**’ when asking a question i.e. Will the **Minister** provide, not Will **you** provide .

EXAMPLES OF THE REQUIRED FORMAT FOR QUESTIONS ON NOTICE

The following are examples of how questions should be formatted.

EXAMPLE NO. 1

Question on Notice

Hon Sally James to the Minister for Mental Health representing the Minister for Planning:

As compensation for the loss of part of the M91 reserve for the Jervoise Bay Harbour proposal, the Government promised to add 42 hectares to parks and recreation reserves through the South West Omnibus MRS Amendment No. 991/33, and so I ask if the Minister will indicate —

- (1) The location(s) of each addition to parks and recreation reserves and their size in MRS Amendment No. 991/33?
- (2) If any of these represent similar vegetation association as that lost in M91?
- (3) If yes to (2), which one(s)?

EXAMPLE NO. 2

Question on Notice

Hon Bob Jones to the Minister for Mental Health representing the Minister for Health:

- (1) Did the Law Society provide comments to the Health Department on each of the following legislation —
 - (a) *Human Tissue and Transplant Act 1982*;
 - (b) *Human Tissue and Transplant Amendment Act 1987*;
 - (c) *Human Tissue and Transplant Amendment Act 1997*; and
 - (d) *Coroners Act 1996*?
- (2) If yes to (1), will the Minister table the comments made by the Law Society?
- (3) If no to (1), why not?
- (4) Does the Health Department keep records regarding removal of spinal column and cords during autopsies?
- (5) If yes to (4), how many were removed during the period 2005 to, and including, 2010?

EXAMPLE NO. 3**Question on Notice**

Hon Jane Brown to the Minister for Energy:

I refer to the Minister's answer to my question on notice of 8 August 2010 stating that Western Power allocated \$914 749.34 in 2009-2010 to the Chamber of Commerce and Industry, and ask —

Will the Minister table a breakdown of that expenditure separately detailing the cost of —

- (a) membership subscription;
- (b) programs;
- (c) apprentice training; and
- (d) other items,

and outlining full details of what was purchased with those allocations?

EXAMPLE NO. 4**Question on Notice**

Hon John Smith to the Minister for Energy representing the Minister for Education:

Can the Minister describe the \$1 million program that will better involve Aboriginal parents and communities in education decision making?

LEGISLATIVE COUNCIL STANDING ORDERS

QUESTIONS SEEKING INFORMATION

Chapter XII: General Business Procedures

103. QUESTIONS TO MINISTERS AND MEMBERS

Questions may be asked of –

- (a) a Minister or Parliamentary Secretary relating to public affairs with which the Minister or Parliamentary Secretary is connected, to proceedings in the Council, or to any matter of administration for which the Minister or Parliamentary Secretary is responsible; or
- (b) a Member, except the President, relating to any Bill, motion or other public matter connected with the business of the Council of which the Member has charge.

104. RULES FOR QUESTIONS

- (1) Questions shall –
 - (a) be concise; and
 - (b) not seek an opinion or a legal interpretation or opinion.
- (2) Any question that infringes upon this Standing Order may be amended, disallowed or withdrawn as ordered by the President.

105. ANSWERS TO QUESTIONS

An answer shall be concise and relevant.

106. QUESTIONS ON NOTICE

- (1) Members may lodge written questions on notice, signed by or on behalf of the Member, for any sitting day with the Clerk not later than midday on that day.
- (2) A question on notice may also be lodged orally by a Member in accordance with Standing Order 14(1)(g).
- (3) Questions lodged under (1) and (2) shall be published in a Supplementary Notice Paper in the order in which the questions were received by the Clerk.

107. ANSWERS TO QUESTIONS ON NOTICE

- (1) Answers to questions on notice shall be transmitted to the Clerk, who shall arrange for their distribution and publication.
- (2) When a question on notice remains unanswered after 9 sitting days, the Member to whom the question is directed shall advise the Council, at the conclusion of the period for questions without notice on the next sitting day, the date when an answer is expected to be provided.

108. QUESTIONS WITHOUT NOTICE

- (1) Questions without notice shall be taken each sitting day in accordance with Standing Order 15.
- (2) Immediately after the period for questions without notice –
 - (a) a Member may give further brief, factual information in relation to a question already answered by that Member;
 - (b) a Member may provide an answer to a question without notice that was not answered previously; and
 - (c) a Minister or Parliamentary Secretary may table documents relating to an answer to a question.
- (3) The Leader of the House may terminate questions without notice on any sitting day by requesting the President to proceed to the next item of business.

PORTFOLIOS OF MINISTERS', MINISTERS REPRESENTING IN THE LEGISLATIVE COUNCIL AND ACTS WITH ADMINISTERING PORTFOLIOS AND PUBLIC SECTOR AGENCIES

For the latest information on the portfolios of the Ministry, Ministers Representation in the Legislative Council and the Acts with administering portfolios and public sector agencies, please refer to:

http://www.slp.wa.gov.au/legislation/statutes.nsf/main_tablesacts.html