



Making a submission to a parliamentary committee inquiry

LEGISLATIVE
ASSEMBLY

Making a written submission allows you to participate in the work of the Parliament and express your view on a particular matter.



Who can make a submission?

Any person or organisation can make a submission.

Why make a submission?

Your submission informs the committee about what you, your community, or organisation thinks about an issue. Submissions can also help the committee decide what recommendations it wants to make in its report. Your submission may be quoted or referred to in the committee's report. Most submissions are made public and published on the committee's webpage.

How do I format my submission?

There is no set form for submissions. Your submission may take the form of a letter, email, or a longer-form report of your views and key policy issues. You should consider the following when writing your submission:

□ Make it clear, concise and relevant

If your submission is long, it is helpful to include a summary of the key points. The submission should be relevant to at least one of the inquiry terms of reference and not contain offensive remarks.

□ Make it readable

It should be typed so it's easily read and scanned. Pages should be numbered. Documents should be submitted as Microsoft Word or PDF files. Handwritten submissions should be legible and also suitable to be scanned.

□ Additional material

Articles, letters or research papers may be included. A list of all appended material should be included and referenced.

□ Clearly identify who is making the submission

If making a submission on behalf of an organisation, please include your name and your position within the organisation, and a key contact for any follow-up questions. Please make it clear who has authorised the submission.



What should I say in my submission?

Your submission may contain facts, opinions, arguments, suggested solutions or tell of your personal experience. The inquiry's terms of reference are a good basis for structuring your submission. They are on the committee's webpage. You should address at least one of them, but you don't have to address them all. You can identify problems and issues, but it also helps to offer suggestions and solutions.

When are submissions due?

Submissions should be lodged by the advertised closing date which is available on the committee's webpage. If an extension of time is needed, contact the Committee Manager as soon as possible to discuss your request. It is up to the committee whether to accept submissions after the due date.

How do I lodge my submission?

Most submissions are lodged online or by email. To lodge online, go to the relevant committee webpage and select the 'Submissions' tab.

This online portal allows you to enter your personal information and your comments in the relevant fields. You can also upload your submission as a Microsoft Word or PDF file. Note, that the portal is unavailable once the submission closing date has passed.

You can email your submission using the committee's email address on its webpage.

Hardcopy submissions can be posted to:

[Committee name]
Parliament House
Macquarie Street
SYDNEY NSW 2000

However you lodge your submission it must include the name and contact details of the person(s) or organisation making the submission. This allows the committee to contact you about your submission.

An acknowledgement of your submission will be sent once it is processed by committee staff.

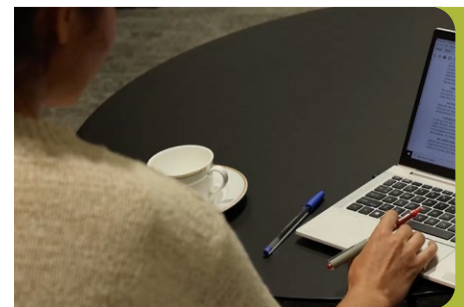
Are submissions published?

Submissions that are not relevant to the committee's inquiry, contain offensive remarks, or are otherwise inappropriate may not be accepted by the committee.

The committee will make a decision whether to publish a submission. Where possible, committees prefer to publish submissions, so they can be used as evidence in the committee's report. Submissions are published on the committee's webpage.

Before publishing submissions, the committee checks to ensure they don't reflect adversely on third parties or are subject to legal proceedings. The committee may decide to keep certain parts of a submission confidential, or to accept the submission but not publish it.

Personal contact information, signatures and sensitive private information is not published as a matter of course. Previously published material that may be appended to your submission may not be republished by the committee.



Once a submission is received by a committee it must not be published or otherwise disclosed in that form without the committee's authorisation. Unauthorised publications are not protected by parliamentary privilege (see below) and may be subject to the laws of defamation.

Am I protected by parliamentary privilege?

Committee proceedings, including making a submission, are proceedings of Parliament and accorded the same protection as proceedings in the House.

The *Parliamentary Papers (Supplementary Provisions) Act 1975* provides that no action of any kind may be taken against a person for making a submission. However, parliamentary privilege applies only to those submissions accepted and authorised by the committee for publication on its webpage.

Any submission republished in another form, for example on your own website, or without the committee's express authorisation, is not protected by parliamentary privilege. **If you want to share your submission, you should direct people to the submission published on the committee's webpage.**

Can I make a confidential submission?

You can request for all or part of your submission to be confidential. You can also request that your submission be published in full but with your name kept confidential. You should state your preference when lodging your submission. Also, clearly identify the parts of the submission you want to remain confidential. These requests will be passed on to the committee, who will make the final decision, although they usually agree to such requests.

If identifiable personal information must be included, we encourage you to include it in a covering letter or appendix and not in the submission itself. This allows for the body of the submission to be published in full.

Please contact the Committee Manager if you would like more information on how to keep part, or all, of your submission confidential.

If, after your submission is published, you change your mind and want your submission made confidential, contact the Committee Manager as soon as possible. You should provide a reason for requesting confidentiality which the committee will consider.



Can I give evidence at a public hearing?

Committees also hold public hearings where they take verbal evidence from individuals and organisations. If you have made a submission you may be invited to appear before the committee to give evidence at a public or private ('in camera') hearing. It is the committee that decides who it invites to public hearings.

For more information about giving evidence at a public hearing, please refer to the *Giving **evidence** at a parliamentary committee hearing* publication.

Where can I find further information?

Visit the [Parliament's website](#) for more information on the work of parliamentary committees and follow the links to the relevant committees.

The contact details for each committee are listed on its webpage.