
Committee on Children and Young People

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Committee on the Health Care Complaints Commission

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Committee on the Independent Commission Against Corruption

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Committee on the Office of the Ombudsman and the Police Integrity Commission

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Joint Standing Committee on Road Safety

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Legislation Review Committee

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Legislative Assembly Standing Ethics Committee

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Public Accounts Committee (PAC)

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Public Bodies Review Committee

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Standing Committee on Public Works

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Standing Committee on Natural Resource Management

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Joint Select Committee into the Transportation and Storage of Nuclear Waste

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For information about Legislative Council committees call (02) 9230 3019



LEGISLATIVE ASSEMBLY

Parliament of New South Wales**PREPARING SUBMISSIONS TO
PARLIAMENTARY COMMITTEE
INQUIRIES**

PREPARING SUBMISSIONS TO PARLIAMENTARY COMMITTEE INQUIRIES

The following information may assist with the preparation of written submissions to parliamentary committees:

1. There is no set form for submissions to parliamentary committees. They may take the form of a letter, paper or report, and they may contain facts, opinions, arguments and recommendations.

Supporting documents and other exhibits may be appended to submissions. If in doubt, please consult the committee secretariat.

2. The terms of reference of an inquiry is usually a good basis for structuring submissions.

Submissions may cover all or only some of the points raised in the terms of reference.

3. Submissions should be typed on A4 paper so they can be photocopied easily for distribution to committee members. Hand written submissions are acceptable but should be legible.

4. Electronic copies of submissions are not essential but would be appreciated. The preferred format is Microsoft Word.

Submissions may be sent electronically through the Parliament's website. To send a submission this way – choose the relevant committee inquiry and complete the submission form. This form enables you to provide a summary in less than 1000

characters of your submission as well as attaching your submission.

5. Submissions should be signed by the author either on his or her own behalf or on behalf of an organisation.

Those signing submissions on behalf of an organisation should indicate at what level the submission has been authorized (e.g. subcommittee, executive committee, president, chair, state branch, or regional group).

6. Once a submission has been 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 and may be a contempt of Parliament.

7. A committee may not accept a submission that is not relevant to the committee's inquiry. The committee will inform you if it decides not to accept your submission.

8. Submissions may be made public when the report is tabled. However, a committee may agree to an authors request to keep all or part of their submission confidential.

Such requests should be clearly stated in the document itself. Parts of submissions which authors wish to remain confidential should be submitted separately.

It is the prerogative of the committee as to whether a request to keep a document confidential is agreed to as there may be instances where the committee feels the public interest is better served by publishing the information.

9. Authors of a submission are sometimes asked to give oral evidence before a committee at a public or in camera hearing. Submissions may be incorporated as a part of a witness' sworn evidence. Questioning witnesses allows the committee to examine particular issues in greater detail and gives the author an opportunity to provide more information and to amplify points made in the submission. More information about appearing at public hearings is available from the pamphlet *Information for Witnesses before Parliamentary Committees*. The Pamphlet will be sent to you if you are called to give evidence.

10. Submissions which form part of the sworn evidence and circulated by a parliamentary committee attract the protection of parliamentary privilege under the *Defamation Act 1974* and *Parliamentary Papers (Supplementary Provisions) Act 1975*. Legislation and case law in general treat the proceedings of parliamentary committees as parliamentary proceedings to which privilege applies. No action of any kind may be taken against a person for making a submission, and the submission may not be used in courts or tribunals to question the truth, motives or credibility of any person.

For more information about preparing submissions or any other aspect of the committee process please contact the relevant committee secretariat or contact the Clerk-Assistant (Committees) by phone on (02) 9230 2224 or by fax on (02) 9230 3091. Permanent committees serviced by the Legislative Assembly Committees Office are listed overleaf.
