



# Legislative Assembly PREPARING SUBMISSIONS TO COMMITTEE INQUIRIES

## THE FOLLOWING ADVICE IS PROVIDED TO ASSIST YOU TO PREPARE A SUBMISSION TO A PARLIAMENTARY COMMITTEE INQUIRY:

1. There is no set form for submissions. 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 inquiry staff.

2. The terms of reference of an inquiry are 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 printed on A4 paper so they can be reproduced 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, and can be submitted via a link from the committee's web page.

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 authorised (e.g. sub-committee, executive committee, president, chair, state branch, or regional group).

6. The committee will generally publish submissions unless an author requests that all or part of their submission be kept confidential. Such a request should be made in the document itself and those parts of the submission which the author wishes to remain confidential should be clearly indicated.

7. Submissions to parliamentary committee inquiries 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.

8. Once a submission has been received by a committee it must not be published or otherwise disclosed in that form without the committee's authorisation.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. Constraints regarding publication do not apply to previously published material which is appended to a submission.

9. 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. Before publishing a submission the committee will also vet the contents to ensure it does not reflect adversely on third parties, or is subject to legal proceedings.

10. Authors of submissions are sometimes asked to give oral evidence before a committee at a public or *in camera* (private) hearing. 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 committee witnesses*. The pamphlet is available on the Parliament's website:

[www.parliament.nsw.gov.au/committees](http://www.parliament.nsw.gov.au/committees)

The pamphlet will be sent to you if you are called to give evidence.

For more information on any aspect of preparing submissions to parliamentary committee inquiries please contact:

Director, Committees  
Legislative Assembly  
Parliament House  
Macquarie Street  
SYDNEY NSW 2000  
Ph: (02) 9230 2899 or (02) 9230 3439  
Fax: (02) 9230 3052

or visit the Parliament's website:

[www.parliament.nsw.gov.au/committees](http://www.parliament.nsw.gov.au/committees)

Follow the link to the relevant committee and contact the Inquiry Manager.