



Legislative Assembly Preparing submissions for committee inquiries

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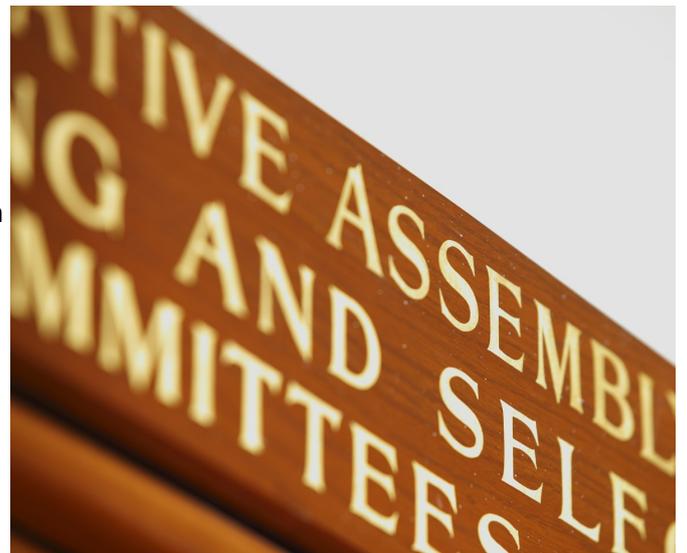
Committees often begin an inquiry by calling for submissions from the public and relevant organisations. Submissions inform committee members how you, your organisation, or your community feels about an issue.

Submissions assist the committee's deliberations on an issue and may be quoted or referred to in the committee's report to Parliament. Most submissions received by the committee are made public and published on the committee's web page.

Submission authors are sometimes asked to give oral evidence before a committee at a public or private (in camera) 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.

Authoring a submission

The inquiry terms of reference are usually a good basis for structuring submissions. Submissions may cover all or only some of the points raised in the terms of reference. You can obtain a copy of the inquiry terms of reference from the committee's webpage.



There is no set form for submissions. A submission may take the form of a letter, paper or report, and 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.

Lodging your submission

Your submission can be lodged online, by email or in hard copy. To lodge an online submission, go to www.parliament.nsw.gov.au/committees and follow the links to the relevant committee. Information on how to submit by email or hard copy may also be found on the committee's web page.

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.

Publishing submissions

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 submission itself and those parts of the submission which the author wishes to remain confidential should be clearly indicated.

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. The committee may decide to redact certain parts of the submission. Personal contact information or sensitive private information will be redacted as a matter of course.

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 (see below) and may be subject to the laws of defamation. Constraints regarding publication do not apply to previously published material appended to a submission.

Parliamentary privilege

Committee proceedings, including the presentation of submissions, 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, and the submission may not be used in courts or tribunals to question the truth, motives or credibility of any person. However, parliamentary privilege applies only to those submissions published by the committee or Parliament. Any committee or Parliament document republished in another form, for example on your own website, is not protected.

Further information

For more information on any aspect of preparing submissions to parliamentary committee inquiries please visit the Parliament's website and follow the link to the relevant committee:

www.parliament.nsw.gov.au/committees

Should you have further questions, please contact the Committee Manager listed on the relevant committee's page.

January 2017