



## Giving evidence

Giving evidence at a hearing is an opportunity for you to engage directly with the committee and to share your views on the issues being considered. Your evidence can help committee members to understand the real or potential impact of government decisions and policies. It can also contribute directly to a committee's report, and inform recommendations to the government. Giving evidence at a hearing is one of the most valuable ways you can contribute to an inquiry.

### What you need to know:

- the time, location and details of the hearing – this will be in your witness invitation email
- most hearings are held in public – please let us know if you have concerns about this as soon as possible
- you will need to take an oath or affirmation before giving evidence – this declares that you will tell the truth while giving evidence
- you can make a short opening statement (of no more than 2-3 minutes) at the beginning of your evidence – you should use this time to outline the key points you wish to make
- you can take a 'question on notice' if you need more time to provide a written response – we will follow this up with you after the hearing
- sometimes members will have supplementary questions which will be sent to you in writing after the hearing
- a transcript of your evidence will be taken on the day, and you will get an opportunity to correct it
- your evidence is protected by parliamentary privilege, which means it cannot be used against you in any legal proceedings.

### How can I get further information?

If you have questions or would like further assistance please contact (02) 9230 3081 or the relevant inquiry secretariat. Contact details are listed on each [inquiry webpage](#). You can also follow the Upper House on Twitter ([@nsw\\_upperhouse](#)) and Facebook ([www.facebook.com/nswupperhouse](#)) for information and alerts about new, ongoing and recently completed inquiries.

