



# Making a submission

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You can participate in an inquiry by making a written submission. Submissions give committee members more information and understanding of an issue and inform them about how you, your organisation, or your community feel about the issue.

Submissions are often used as a basis for committees to decide who will be invited to be a witness at hearings. They also inform a committee's report and can help a committee to make recommendations to government.

## Who can make a submission?

Any person or organisation can make a submission.

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## How do I write a submission?

There is no set format for a written submission. It can be a letter to the committee with your story or a more substantial document covering your views or key policy issues.

Submissions can include facts, opinions, key arguments and solutions – in fact, committees value ideas and suggestions in relation to the issues they are considering.

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Some of the best submissions:

- include a short introduction about yourself or the organisation you represent
  - clearly address some or all of the terms of reference
  - are relevant, concise and clear in the position or view put forward
  - outline what the issues are but also possible solutions
  - refer to evidence, such as research, laws, policies or findings
  - include case studies that show how people are affected by particular issues (although these should not include names or any identifying information)
  - have a clear structure and use page numbers
  - include clear recommendations.
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Be aware that if you make negative comments about another person or organisation the committee may decide to keep them confidential or may even ask that person or organisation to respond. You can discuss this with the secretariat if you have any questions.

Remember – you should always include your name and contact details with your submission. If you are making a submission on behalf of an organisation, please also indicate who authorised it, for example, the executive committee, president or chairperson.

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## Can I include attachments?

You can provide supporting attachments with your submission, such as reports, photos, research or other material. If, however, this information is available on the internet you could simply include a link to the webpage.

Often attachments are not processed or published in the same way as submissions, due to the high volume of material committees can receive. For this reason it is preferred if key information is summarised in the body of the submission and attachments kept to a minimum.

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## When are submissions due?

Each inquiry has a different timeline and you should check the inquiry webpage for the due date for submissions. This can help you to plan your time to write and lodge your submission before the submission period closes.

If you wish to make a submission after the closing date you should speak to committee staff. It is up to the committee to decide whether to accept submissions after the due date.

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## How do I lodge my submission?

Committees prefer that you lodge your submission by uploading it to the inquiry webpage by the closing date, via the submission portal. You can also email or post it – check the inquiry webpage for details or speak to committee staff.

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## Will the committee publish my submission?

A committee can decide whether to publish your submission on its website, in part or in full. When lodging your submission you should clearly state:

- if you want your submission to be made public, and whether it is with or without your name
- if you want parts or all of your submissions, including your name, to be kept confidential and any reasons why you are making this request.

Wherever possible, the committee prefers to publish submissions so they can be used as evidence in the report.

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## Parliamentary privilege

If a committee accepts your submission it is protected by parliamentary privilege. This means that it cannot be used in legal proceedings against you. Please note that if you publish your submission without the committee's agreement it will not be protected by parliamentary privilege.

If you are from an organisation and wish to put a copy of your submission on your internet page, you should include a link to the submission published on the NSW Parliament's website.

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## Can I be a witness at a hearing?

After a committee receives submissions to an inquiry it will hold hearings. It is up to the committee to decide who it will invite to be a witness. If you want to be a witness, you can state this in your submission but there is no guarantee you will get this opportunity. For more information about being a witness, please see [Being a witness](#).

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## How can I get further information?

You can find contact details, submissions, hearing schedules, transcripts, committee reports and other information on our website at [www.parliament.nsw.gov.au/committees](http://www.parliament.nsw.gov.au/committees). From here you can navigate to specific committees and inquiries. If you need help finding information, please contact committee staff.

### Find us online



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