



Making a submission

You can share your views and experiences with a committee by making a written submission to an inquiry. This will help members of the committee to understand how you, your family, your organisation or your community feel about a particular issue.

Your submission can be a letter, story or more substantial document covering your views and/or experiences of the policy issues.

What should I include in a submission?

It can be helpful to:

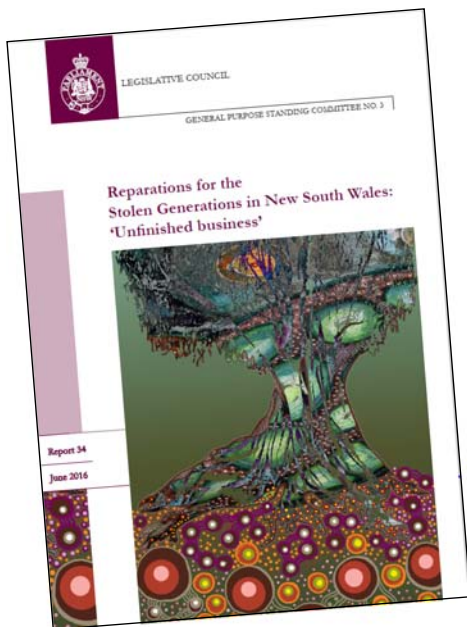
- introduce yourself or your organisation
- state whether you are addressing some or all of the terms of reference
- be relevant, clear and concise in sharing your views
- outline what the issues are
- include potential solutions/recommendations
- refer to any other supporting material if relevant, like legislation, reports or research
- use clear structure and page numbers
- state whether or not you would like to give evidence at a hearing.

Remember, even a short letter telling your story can help inform the committee. It does not need to be formal or detailed.

Sometimes writing about your views or experiences can be upsetting or overwhelming.

Please let us know if you need support or have any questions. You could also ask a friend or family member or community organisation to help if you need some assistance writing down your views.

Remember, sharing your experience or story can have a powerful impact and can lead to changes in government policies, decisions or laws, as we have seen in a number of other inquiries.



Inquiry into Reparations for the Stolen Generations

In 2016, a parliamentary inquiry into reparations for the Stolen Generations in NSW led directly to the NSW Government's implementation of a financial reparation scheme for survivors.

This was a significant milestone, owing to the courage and commitment many survivors and individuals demonstrated when sharing their personal stories.

Tips

- check the due date for submissions on the inquiry webpage – and contact us if you need more time
- lodge your submission online if you can, through the inquiry webpage, but email or post it if you need to—you will get an acknowledgment email once your submission is formally processed
- written submissions are normally published (and put online) unless they contain confidential or sensitive information – you should state whether you are ok with this or whether you are requesting parts or all of your submission to be kept confidential (including your name)
- you can provide supporting documents, such as reports, photos and research, but these won't necessarily be published due to the large volume of material committees receive.

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. From here you can navigate to specific committees and inquiries. If you need help finding information, please contact committee staff on (02) 9230 3081.

