

## **PREPARING SUBMISSIONS TO PARLIAMENTARY COMMITTEE INQUIRIES**

The following may help when preparing written submissions to parliamentary committees:

1. There is no set form for submissions to parliamentary committees. 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 committee secretariat.

2. The terms of reference of an inquiry is 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 typed on A4 paper so they can be photocopied 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. The preferred format is Microsoft Word.

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. Submissions are made public when the report is tabled, unless the committee agrees to an author's request to keep all or part of the submission confidential.

Such requests should be clearly stated in the document itself. Parts of submissions which authors wish to remain confidential should be submitted separately.

7. Submissions which are made to and circulated by parliamentary committees 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 Once a submission has been received by a committee it must not be published or otherwise disclosed in that form without the committee's authorisation.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.

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.

10. Authors of submissions are sometimes asked to give oral evidence before a committee at a public or 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. More information about appearing at public hearings is available from the pamphlet *Information for Witnesses before Parliamentary*

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

11. For more information about preparing submissions, contact the relevant committee secretariat or contact the Clerk-Assistant (Committees) by phone on (02) 9230 2224 or by fax on (02) 9230 2828.

Permanent committees serviced by the Legislative Assembly Committees Office are listed below.

### **Committee on Children & Young People**

Tel: 02 9230 2354

Fax: 02 9230 3052

### **Committee on the Health Care Complaints Commission**

Tel: 02 9230 2036

Fax: 02 9230 3309

### **Committee on the Independent Commission Against Corruption (ICAC)**

Tel: 02 9230 3051

Fax: 02 9230 3309

### **Committee on the Office of the Ombudsman and the Police Integrity Commission**

Tel: 02 9230 3051

Fax: 02 9230 3309

### **Joint Standing Committee on Electoral Matters**

Tel: 02 9230 2161

Fax: 02 9230 3309

### **Joint Standing Committee on Road Safety (STAYSAFE)**

Tel: 02 9230 2161

Fax: 02 9230 2928

**Legislation Review Committee**

Tel: 02 9230 3308

Fax: 02 9230 3052

**Public Accounts Committee (PAC)**

Tel: 02 9230 2631

Fax: 02 9230 2931

**Public Bodies Review Committee**

Tel: 02 9230 2737

Fax: 02 9230 3309

**Standing Committee on Broadband in Rural and Regional Communities**

Tel: 02 9230 2029

Fax: 02 9230 3309

**Standing Committee on Natural Resource Management (Climate Change)**

Tel: 02 9230 2029

Fax: 02 9230 3309

**Standing Committee on Parliamentary Privilege & Ethics**

Tel: 02 9230 2225

Fax: 02 9230 2828

**Standing Committee on Public Works**

Tel: 02 9230 3308

Fax: 02 9230 3309

From time to time the Parliament appoints select committees, legislation committees and estimates committees. For more information phone the Clerk-Assistant (Committees) on Tel 02 9230 2224.

For information about the Legislative Council committees call 02 9230 3019.

For more information on any aspect of committee inquiries please contact:

**Clerk-Assistant (Committees)****Legislative Assembly****Parliament House****Macquarie Street****Sydney NSW 2000****Tel: 02 9230 2224****Fax: 02 9230 2828**

LEGISLATIVE ASSEMBLY

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