



One way parliamentary committees investigate an issue is to call for submissions from the public and relevant organisations.

This provides everyone with a valuable opportunity to have their say.

Alerting committees to the facts

Submissions alert committee members to facts or information relevant to an inquiry. Committee reports usually refer to and quote from the information and arguments presented in submissions.

Submissions show how you, your organisation, or your community feel about an issue. They may also help a committee to decide who should be called to give evidence at hearings.

Addressing the terms of reference

The terms of reference describe the issues that a committee will investigate and those for current inquiries can be found on our website (see back panel for details). Your submission should address some or all of the terms of reference and may include:

- facts
- opinions
- arguments
- recommendations for action.

Presenting your submission

It is preferable that a submission is written and in electronic format, although this is not essential. Other formats such as video and audiotape are acceptable.

If you are making a submission on behalf of an organisation, please indicate who has authorised it, for example, the executive committee, president or chairperson. Please ensure that your name, address and phone number are included with your submission.



Putting it in writing

There is no set format for a written submission. You can write a brief letter or a substantial research paper. You can also attach appendices and other supporting documents.

Preferably your submission should be double-spaced and on A4 paper, with page numbering. If your submission is more than five pages, please include a brief summary and a contents list.

You can lodge your submission online at www.parliament.nsw.gov.au/committees. You can also send your submission by post, fax or email to the relevant committee office. Contact details are listed on the back panel of this brochure.

Remember to keep a copy of your submission. You may find it useful if you are called to give oral evidence.

Keeping it confidential

You should not distribute copies of your submission without the committee's permission.

During an inquiry, a committee may decide to publish some or all of the submissions received. Submissions made public are usually available on our website (see back panel). If you want all or some of your submission to be kept confidential, you must state that clearly in your submission. The committee will consider your request.

Parliamentary privilege – what you should know

Parliamentary committees are an extension of the Parliament. A committee's proceedings, including the presentation of submissions and the giving of evidence, are protected by parliamentary privilege. This means that submissions and oral evidence given before a committee can be made freely and honestly without fear or threat of legal action for defamation. At the same time, committee hearings and submissions are not an opportunity to make adverse comments about individuals. Comments made outside a hearing do not receive the protection of parliamentary privilege.

Submissions and evidence given before a committee become committee documents and are confidential until the committee decides to make them public. Parliamentary privilege extends to submissions and transcripts of evidence that are published by a committee. Anyone who republishes a committee document apart from the Parliament or its committees is subject to the laws of defamation.

Information on the web



You can find submissions, hearing schedules, transcripts, committee reports and other information about standing committees of the current Parliament on our website at www.parliament.nsw.gov.au/committees. From here you can navigate to specific committees and inquiries. If you need help using the website please contact the relevant committee secretariat.

This brochure is one of a series on standing committees. **Standing committees** and **Committee hearings** are also available from the committee office and on our website.

Contacting the committees

Address mail to the relevant committee at:

Parliament House
Macquarie Street
Sydney NSW 2000

General Purpose Standing Committees

www.parliament.nsw.gov.au/committees
Telephone: (02) 9230 3544 Fax: (02) 9230 3416
Email: gpscsecretariat@parliament.nsw.gov.au

Law and Justice Committee

www.parliament.nsw.gov.au/lawandjustice
Telephone: (02) 9230 3311 Fax: (02) 9230 3371
Email: lawandjustice@parliament.nsw.gov.au

Social Issues Committee

www.parliament.nsw.gov.au/socialissues
Telephone: (02) 9230 3078 Fax: (02) 9230 2981
Email: socialissues@parliament.nsw.gov.au

State Development Committee

www.parliament.nsw.gov.au/statedevelopment
Telephone: (02) 9230 2641 Fax: (02) 9230 2981
Email: statedevelopment@parliament.nsw.gov.au

Privileges Committee

www.parliament.nsw.gov.au/committees
Telephone: (02) 9230 2346 Fax: (02) 9230 2761
Email: privilege@parliament.nsw.gov.au



LEGISLATIVE COUNCIL

Making a submission

Your chance to have your say

