

GENERAL PURPOSE STANDING COMMITTEE NO. 4

In conducting its inquiries, General Purpose Standing Committee No. 4 relies heavily on written submissions received from private individuals, experts in the field, representatives of groups and organisations, lobbyists and government departments. Should you wish to participate in the Inquiry currently under consideration by the Committee, you are invited to submit a written submission. The submission may contain facts, opinions, arguments or recommendations for action.

What should a submission contain?

There is no set format for making a written submission. It may be in the form of a letter, a substantial paper, research document or short document. Appendices and other supporting documents may be attached. A submission in the form of a video or audio tape would be accepted.

Although not necessary, it would be preferable for the submission to be double-spaced and typed on A4 paper as this assists in reproducing the submissions for examination by Committee members. Including a brief summary of the main points and giving the various sections of the submission heading would also be of assistance. Keep a copy of your submission to be used should you be called at a later stage to give oral evidence before the Committee.

Please ensure that your name (and association or organisation if appropriate), contact address and telephone number are clearly indicated on the submission. The submission is to be signed by yourself either on your own behalf or on behalf of the organisation you represent. If you are signing on behalf of an organisation, indicate at what level the submission has been authorised (eg. Executive Committee, President, Chair, etc).

The submission is to be forwarded to the Committee's postal address given at the end of this document.

Terms of Reference

The Terms of Reference of the committee's inquiry usually provide a helpful framework for structuring your submission. You may wish to cover all of the points in the Terms of Reference or a selection of them. The Committee will not consider submissions, which are outside the Terms of Reference.

Confidentiality

Submissions are the property of the Committee and may not be published without the Committee's authorisation. Some people may wish to mark their submission confidential and, in almost all cases, the Committee respects such a request. However, the Committee may decide for exceptional reasons, such as the degree of public interest in a particular matter, to make a confidential submission public.

Parliamentary privilege

The presentation of a submission to the Committee and the Committee's subsequent publication and circulation of the submission attracts parliamentary privilege and absolute privilege under the Defamation Act 1974.

Submissions received by the Committee become the property of the Committee. They cannot therefore be published or disclosed to any other person in that form without the Committee's authorisation. Failure to secure this permission means that the document is not protected by parliamentary privilege and the publication may also be contempt of Parliament.

Use of submissions

Written submissions made to the Committee are used in three ways, including:

- to supplement the research undertaken by staff members;
- as the basis for inviting people to give oral evidence at the Committee's public or *in camera* hearings. Questioning witnesses allows Committee members to examine particular issues in greater detail, and gives the author an opportunity to amplify points made or provide additional information; and
- in preparing the final report, the Committee often refers to and makes mention of comments made in submissions. If a request for confidentiality has been made, this will usually be respected by the Committee.

For further information

If you require any additional information please contact:

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All written submissions should be sent to this address.