



## **Making a Submission to a Committee**

### **What should your submission cover?**

Submissions should address the terms of reference for an inquiry. On the relevant committee's webpage, you will find a list of current inquiries. Clicking on the inquiry will take you to the terms of reference.

### **What happens to my submission?**

All submissions are considered by the Committee.

Committee staff may contact you to seek further information on matters you raise. In some circumstances, the Committee may invite you to appear before it to provide further information. Most committee inquiries result in a report to the Legislative Council, which may contain recommendations and findings. Once tabled a copy of the report will be available on the Committee's website. If you would like a copy of the report please indicate this in your submission.

### **Parliamentary Privilege**

Parliamentary Privilege provides members of Parliament with freedom of speech. Submissions to Parliamentary committees are protected by Parliamentary Privilege. This protection enables the public to provide the Committee with information without fear of legal action or other interference. It is important to note the protection is strictly limited to the information provided to the Committee. If you provide or transmit the contents of your submission to other persons, it may not be protected by Parliamentary Privilege.

### **Confidentiality**

Submissions are confidential until the Committee determines its status. Whilst it is normal practice for Standing Committees of the Legislative Council to authorise the publication of submissions at some stage during its inquiry, this cannot be assumed. If you wish your submission to remain confidential, you should state this on the submission itself. Submissions that are not given a confidential status may be published on the webpage for the inquiry.

### **Appearing before a committee**

Committee's may conduct hearings as part of the inquiry process. If you wish to appear before the Committee to explain or elaborate on your submission, you can ask to appear before the committee as a witness. This request should form part of your submission.

### **Lodging your submission**

- **Email:** submissions can be emailed to the email address on the Committee's webpage. If you email your submission, you need to affix an electronic signature.
- **Post:** the postal address is available on the Committee's webpage.
- **Fax:** the fax number is available on the Committee's webpage.