



Making a submission to a Committee

WHAT SHOULD YOUR SUBMISSION COVER?

Your submission should address the terms of reference for the inquiry. You can make a submission about all or some of the terms of reference. You will find a list of current inquiries on the relevant Committee's webpage. Clicking on the inquiry will take you to the terms of reference.

A submission is a chance for you to provide the Committee with information to consider during its inquiry. The submission can include your views, experiences or suggestions for change.

A submission is usually in writing. If you are unable to provide your submission in writing you should contact the Committee Clerk.

WHAT HAPPENS TO MY SUBMISSION?

All submissions are considered by the Committee.

Normally submissions are made public and placed on the Committee's webpage.

You are required to keep your submission confidential until the Committee decides to publicly release it. While it is normal practice for a Committee of the Legislative Council to make a submission public at some stage during its inquiry, this cannot be assumed. Check with the Committee Clerk if you are unsure.

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 give evidence in a hearing.

Most Committee inquiries result in a report to the Legislative Council, which may contain recommendations and findings. Providing the report to the Legislative Council is called "tabling the report". Once a report is tabled a copy will be sent to you and the report will be placed on the Committee's webpage.

CAN I ASK THE COMMITTEE TO KEEP MY SUBMISSION CONFIDENTIAL?

If you wish your submission to remain confidential you are able to indicate this when lodging through the online submission portal. If you are submitting by email or post, please state on the submission that you wish it to be kept confidential.

PARLIAMENTARY PRIVILEGE

Submissions to Parliamentary Committees are protected by Parliamentary Privilege. This means what you write in your submission to a Committee, so long as it is not deliberately false, cannot be questioned or used against you in a court, tribunal or similar proceedings. Privilege is important as it allows you to be honest and direct in your submission to a Committee without fear of being sued or fear of harassment, intimidation or improper influence by anyone.

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.

If you are concerned about the content of your submission you should contact the Committee Clerk.

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

- **Online submission portal:** use the 'Lodge your submission online' link on the Committee's inquiry webpage to make 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.

