



Making a Submission to a Committee Inquiry

Submissions are a way for you to share your thoughts, knowledge and recommendations on issues being investigated by parliamentary committees. Submissions are important to improve a committee's awareness and understanding of relevant issues to an inquiry and may influence their recommendations to the Parliament.

Who can make a submission?

Any individual or organisation can make a submission to a committee.

When can I make a submission?

A committee may call for submissions, depending on the issues being considered. Sometimes committees will contact individuals or organisations to specifically invite them to make a submission.

You can find out which committees are calling for submissions, and their due dates, via the inquiry webpage, our social media channels and occasionally in newspaper and other publications.

What should I include in my submission?

You can find important information about the inquiry on the committee's inquiry webpage. Your submission should include your views on the issue and the reasons for these views. If the inquiry is in relation to a Bill, you should state whether or not you support the Bill and why. You may include facts, personal experience or research within your submission. If your submission is long, it might be helpful to summarise the main points as well.

How should my submission look?

You do not have to use a specific format or layout but it may be helpful to:

- submit your submission as a Word document or as a PDF
- state your general position on the matter under inquiry
- be clear and concise
- use headings and dot points
- use page numbers
- use full web addresses in references, not hidden hyperlinks.

Submissions must include your name and at least two of the following:

- mailing address
- email address
- daytime telephone number.

If the submission is made on behalf of an organisation, an appropriate level of approval may be required.

How do I lodge my submission?

You can lodge online via the inquiry webpage or by email. You can also contact the committee secretariat for alternative means of submission. The contact details can be found on the committee's webpage.

What happens after I make a submission?

You will receive confirmation of your submission from the committee. They will consider the submission's content and decide whether to accept and publish it. Most submissions are accepted and published on the committee's inquiry webpage. While your name will be published, your contact details will not.

A committee may decide not to publish all or part of a submission for reasons such as:

- it isn't relevant to the inquiry
- it contains wording which may be considered offensive
- it refers to matters that are *sub judice* (currently before the courts), or
- the person making the submission has requested confidentiality, or their name be withheld.

Once a committee has accepted a submission, it cannot be withdrawn or altered without the committee's permission.

INFORMATION ABOUT YOUR EVIDENCE

Confidential submissions

You can request that all or part of your submission is kept private to the committee. You should make sure that this is clearly communicated and state the reasons for your request, which can be done when making your submission. The committee will consider your request but cannot guarantee that the submission will not be published.

Parliamentary privilege

Submissions, if accepted by a committee, will be protected by parliamentary privilege. This means that legal action cannot be taken against you in relation to something you have said in your submission. If you republish your submission in any other form, you may not be covered by privilege.

FURTHER INFORMATION

Still have questions? Contact the committee secretariat via details on the committees' webpage: www.parliament.qld.gov.au/committees.