

# Submissions to Parliamentary Committees

## A guide to making a submission to a committee of the Queensland Parliament

Parliamentary committees welcome submissions to their inquiries into bills and other matters. Submissions add to a committee's knowledge and understanding of issues relevant to the committee's inquiry and may influence a committee's recommendations to the Parliament.

### Who can make a submission?

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

### When can a submission be made?

Parliamentary committees generally invite written submissions by advertising in the media and writing to organisations with an interest in a particular inquiry. Details of inquiries are published on a committee's website. Committee web subscribers are also notified.

Submissions should be sent to the relevant committee by the advertised closing date. If you cannot send your submission in time, contact the committee research director. The committee may have a set date to complete its work and report to the Legislative Assembly, and may not be able to consider late submissions

### Are submissions public or confidential?

If a committee accepts a submission, it becomes part of the committee records and is usually placed on the committee's website as soon as possible to encourage public consideration. However a committee may decide that a submission (or part of it) should be kept confidential. Contact details of individuals (e.g. residential or e-mail addresses or phone numbers) are removed before submissions are published.

A committee can decide to keep a submission confidential, but cannot promise to do so in advance. If you want all or part of your submission to be kept confidential, you should state this clearly and explain the reasons in a covering email or letter.

### What should be in a submission?

Your submission should set out your views, or those of your organisation, on one or more issues that the inquiry covers. In the case of an inquiry into a bill being considered by the Parliament, this may include the expected impact of the proposed legislation on you and others and any alternatives or changes to the bill you wish to recommend. Your submission should include facts and evidence that your views or recommendations are based on.

Submissions should not contain hyperlinks: these will not be maintained by the committee. Web addresses should be given as full references in a footnote.

### What format is required?

There is no required format for submissions. The purpose or the inquiry or the headings of the bill may be a useful starting point for the structure of your submission. For submissions on bills, it is helpful if you state the clause or clauses that your comments relate to.

Committees prefer written submissions (emailed, posted or faxed) that:

- are typed (in Word or PDF) or legibly handwritten with numbered pages
- are clearly structured, concise and accurate
- include evidence to support the opinions or recommendations in the submission
- are brief and to the point. If a submission needs to be long (e.g. 10 pages or more) it may assist the committee to include a brief summary of the main points.

Submissions should include:

- the author's name and signature
- if the submission is made on behalf of an organisation, the level of approval (e.g. a local branch, executive committee or national organisation)
- mailing address (and email if available)
- daytime telephone number.

**If you wish to have a say but are unable to make a written submission, talk to the committee's staff about other options. Depending on the inquiry and the time available, committees may take oral (spoken) submissions.**

### How do committees deal with submissions?

Submissions are acknowledged by letter or email. After considering a submission's relevance and content, a committee will decide whether to accept it, and whether to publish it. Most submissions are accepted, and most are authorised for publication in full. Submitters are advised after a decision is made about publication.

A committee may decide not to accept a submission or not to publish all or part of it if, for example, the committee considers the submission:

- is not relevant or does not address the legislation or inquiry issues
- contains language which is offensive or may be defamatory
- is sub judice or otherwise offends the rules of Parliament, or
- is illegible.

### CONTACT DETAILS

Postal Address: *Committee Name*  
Parliament House  
Brisbane Qld 4000



#### Agriculture and Environment Committee

Ph: 3553 6662 Fax: 3553 6699  
Email: aec@parliament.qld.gov.au

#### Education, Tourism, Innovation and Small Business Committee

Ph: 3553 6657 Fax: 3553 6699  
Email: etisbc@parliament.qld.gov.au

#### Finance and Administration Committee

Ph: 3553 6637 Fax: 3553 6699  
Email: fac@parliament.qld.gov.au

#### Health, Communities, Disability Services and Domestic and Family Violence Prevention Committee

Ph: 3553 6626 Fax: 3553 6699  
Email: hcdfsdfvpc@parliament.qld.gov.au

#### Infrastructure, Planning and Natural Resources Committee

Ph: 3553 6621 Fax: 3553 6699  
Email: ipnrc@parliament.qld.gov.au

#### Legal Affairs and Community Safety Committee

ph: 3553 6641 Fax: 3553 6699  
Email: lacsc@parliament.qld.gov.au

#### Parliamentary Crime and Corruption Committee

Ph: 3553 6606 Fax: 3553 6609  
Email: pccc@parliament.qld.gov.au

#### Public Works and Utilities Committee

Ph: 3553 6633 Fax: 3553 6699  
Email: pwuc@parliament.qld.gov.au

### Can I publish the submission?

A submitter is able to release their own submission. After the committee has authorised publication of a submission, submitters are welcome to include a link from their website to their submission on the Parliament's website.

Publication or disclosure of a submission that has not been authorised by a committee might not be protected by Parliamentary privilege.