

Submissions to a 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 to their inquiries, with details about their inquiries published on their committee's website. Committee email subscribers are notified and identified stakeholders are contacted.

Submissions should be sent to the relevant committee by the advertised closing date. If you cannot send your submission in time, contact the committee's committee secretary. The committee may have a set date to complete its work and report to the Parliament, 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 published 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.

Can I publish the submission?

Except for submissions to the Parliamentary Crime and Corruption Committee (and Ethics Committee), 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.

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.

Submission requirements

Submissions must include the author's 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, the level of approval is required (e.g. a local branch, executive committee or national organisation).

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.

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

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.

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.