



## Making a submission

You can share your views and experiences with a committee by making a written submission to an inquiry. This will help members of the committee to understand how you, your family, your organisation or your community feel about a particular issue.

### What should I include in a submission?

A submission does not need to be long, formal or detailed. It just needs to clearly set out your views in relation to the terms of reference for the inquiry. You should also:

- introduce yourself or your organisation
- state whether you are addressing some or all of the terms of reference
- be relevant, clear and concise in sharing your views
- outline what the issues are, and include potential solutions/recommendations
- refer to any other supporting material if relevant, like legislation, reports or research
- use clear structure and page numbers
- avoid including adverse comments about others
- indicate whether or not you would like to give evidence at a hearing.

For examples of submissions to other inquiries, please browse through [inquiry webpages](#).

### Can I include attachments?

You can provide supporting information with your submission, but keep in mind that it can be more effective if you summarise or draw out the key points from the material. If a document or information is already publicly available on the internet, you can simply include a link in your submission.

Attachments are not routinely published in the same way as submissions, due to the high volume of material received.

### **When is a submission due and how do I lodge it?**

It is important to check the due date for submissions—this will be included on the inquiry webpage. If you cannot submit by the due date, you can ask for an extension by contacting the secretariat.

It is preferable for your submission to be lodged by uploading it to the inquiry webpage, through the submission portal, by the due date. If this is not possible, you can also email or post it. Once you lodge it, you will receive an acknowledgment email when it has been processed.

### **Are submissions published?**

A committee will decide whether to publish your submission or not. When you lodge your submission you should clearly indicate if:

- you would like your submission to be published, with or without your name
- you would prefer for parts or all of your submission, including your name, to be kept confidential, including the reasons why.

Before deciding whether to publish a submission, a committee will consider your request, along with whether your submission includes sensitive/confidential information or adverse comments about another person or organisation. You can speak to the secretariat if you have any questions about this.

### **Will I be invited to be a witness?**

Submissions are often used by a committee to decide who will be invited to give evidence at a hearing. If you want to be a witness you can state this in your submission but the decision is ultimately up to the committee.

Remember, information from submissions is often included in a committee's report (unless it is confidential) and can inform the committee's recommendations and/or findings.

Sharing your views, experience or story is valuable, and can have a powerful impact and lead to changes in government policies, decisions or laws.

### **How can I get further information?**

If you have questions or would like further assistance please contact (02) 9230 3672 or the relevant inquiry secretariat. Contact details are listed on each [inquiry webpage](#).

You can also follow the Upper House on Twitter (@nsw\_upperhouse) and Facebook ([www.facebook.com/nswupperhouse](http://www.facebook.com/nswupperhouse)) for information and alerts about new, ongoing and recently completed inquiries.

