

NOTES ON MAKING A SUBMISSION

The following advice has been prepared to help you make a written submission to the Committee's inquiry.

1. The Committee would like to receive all submissions by the advertised closing date, but if you need an extension of the time you can request it by contacting the Committee Secretariat.
2. Your submission should be relevant to the terms of reference of the inquiry, although it need not address all of the points raised in the terms of reference.
3. Your submission should not consist entirely of previously published material, although you are welcome to refer to such material or to include copies as attachments to your submission.
4. If your submission is lengthy, it is a good idea to provide a one or two page summary.
5. Your submission should be signed and sent to the Committee at the address opposite.
6. Once the Committee receives your submission, you may not withdraw, alter, publish or otherwise disclose it without first receiving the Committee's approval. However, provided it is presented in a different form, you may use or publish the information contained in this submission.
7. By making a submission to the Committee you will be participating in the proceedings of the Parliament and the submission you make will be covered by parliamentary privilege. This means that any statements contained in your submission cannot be the subject of defamation proceedings. Nor can they be used in court to attack, or draw inferences about your motivation, credibility, truthfulness or honesty.
8. The Committee usually releases to the public the submissions it receives. If you would prefer that your submission, or parts of it, were not released, please let the Committee Secretariat know when you make your submission. It would be convenient if any confidential information were presented in an appendix to the submission. This would allow at least the body of the submission to be made public.
9. If your submission is disclosed without the approval of the Committee it may not be covered by parliamentary privilege.
10. Not every one who makes a submission is called to give evidence in person. If the Committee feels that it needs additional information from you, or it wants to explore further the issues you have raised in your submission, the Committee Secretariat will let you know.