



# Submissions to Parliamentary Committees

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

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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.

## 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.

## Can I publish the 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 may be in breach of the rules of the Parliament, and subject to investigation and sanction for contempt of Parliament.

## Contact Details

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

### **Community Affairs Committee**

Ph: 3406 7230  
Fax: 3406 7500  
Email: [cac@parliament.qld.gov.au](mailto:cac@parliament.qld.gov.au)

### **Environment, Agriculture, Resources and Energy Committee**

Ph: 3406 7908  
Fax: 3406 7070  
Email: [earec@parliament.qld.gov.au](mailto:earec@parliament.qld.gov.au)

### **Finance and Administration Committee**

Ph: 3406 7576  
Fax: 3406 7500  
Email: [fac@parliament.qld.gov.au](mailto:fac@parliament.qld.gov.au)

### **Health and Disabilities Committee**

Ph: 3406 6788  
Fax: 3406 7070  
Email: [hdc@parliament.qld.gov.au](mailto:hdc@parliament.qld.gov.au)

### **Industry, Education, Training and Industrial Relations Committee**

Ph: 3406 7363  
Fax: 3012 8916  
Email: [ietirc@parliament.qld.gov.au](mailto:ietirc@parliament.qld.gov.au)

### **Legal Affairs, Police, Corrective Services and Emergency Services Committee**

Ph: 3406 3707  
Fax: 3406 7070  
Email: [lapcsesc@parliament.qld.gov.au](mailto:lapcsesc@parliament.qld.gov.au)

### **Parliamentary Crime and Misconduct Committee**

Ph: 3406 7207  
Fax: 3210 6011  
Email: [pcmc@parliament.qld.gov.au](mailto:pcmc@parliament.qld.gov.au)

### **Transport, Local Government and Infrastructure Committee**

Ph: 3406 7486  
Fax: 3406 7070  
Email: [tlgic@parliament.qld.gov.au](mailto:tlgic@parliament.qld.gov.au)