



Guidelines for Making a Submission

Making a submission is the main way individuals and organisations can give their views to an Assembly committee inquiry. Submissions enable people to express their views on a matter to the committee, and to provide reasons and arguments for those views.

There is no prescribed form for making a submission. Present your views in the way that you think will best convey them to the members of the committee.

These guidelines provide advice on how the submission process works and suggestions on how to clearly and effectively communicate your views to a committee through a submission.

The Committee Inquiry Process

- Terms of reference for an inquiry established
- The committee calls for submissions
- The committee may hold a public briefing to obtain background information
- The committee considers all submissions and may publish them on the inquiry website
- The committee may hold public hearings and use other methods of public engagement to follow up on issues raised in submissions
- The committee reports its conclusions and recommendations to the Assembly
- The Government responds to any recommendations within 6 months

Format of submissions

Submissions are usually in writing. They can be a letter, email, short document or a more substantial paper. It is helpful to number the pages of your submission and, if the submission is long, to include a summary of the key points and recommendations at the beginning. If you are unable to make a written submission, talk to committee staff about making an audio or video submission.

Submissions must include the name, postal or email address, and telephone number of the person or organisation making the submission. Personal contact details are not published and should be

included in the covering letter or email rather than in the submission itself.

Organisations should also include the position title of the person authorising the submission.

Submissions should be prepared solely for the inquiry and not have been previously published.

What to include in a submission

Clearly state the views of yourself or your organisation on one or more of the issues being addressed by the inquiry. Using the terms of reference as a guide to structuring your submission can help make it clear and relevant.

Provide the reasons for your views. This can include facts, arguments, research or personal experience.

Publication of submissions

Committees usually make submissions public and put them on the inquiry page on the Assembly's website. The name of the person or organisation making the submission is included, with personal contact details deleted.

A committee may decide not to authorise the publication of all or part of a submission if:

- It is not relevant as it does not address the committee's terms of reference
- Contains language which is offensive or may be defamatory
- Refers to matters that are before the courts and publication could interfere with that process
- Confidentiality is requested

Tips for Writing Submissions

General Position

- Clearly state where you stand on the issues under inquiry

Relevance

- Raise issues that relate to the terms of reference for the inquiry

Reasoned

- Support your comments and recommendations with facts and evidence and state where you found any facts or figures you use

Clear and Concise

- Use headings, paragraphs, and bullet points to present your comments

Recommendations

- Include recommendations that stand out clearly from the surrounding text

Further Information

The following related pamphlets on Assembly committees can be accessed here: <https://parliament.nt.gov.au/committees/get-involved>

- Committee Inquiry Flowchart
- Committee Manual: Practice and Procedures
- Appearing as a Witness at Committee Hearings
- Procedures for the Protection of Witnesses

For further information contact the Committee Office Tel: 08 8946 1485 or Email: LA.Committees@nt.gov.au

Confidential material

You can request that all or part of your submission remain confidential. This should be clearly indicated in the front of the submission and include the reason for the request. Confidential material can be put in an appendix to allow the body of the submission to be made public. The committee will consider requests for confidentiality but retains the authority to publish any submission.

Parliamentary privilege

The submission of a document to a committee is privileged. Essentially this means that a person is immune from legal action in respect of lodging the submission or any statements contained in it. If the committee publishes a submission, its distribution may also be immune from legal action.

Ownership of submission

Once a submission is received by a committee it cannot be withdrawn or altered without the committee's permission, nor can it be published or disclosed to any other person unless the committee has authorised its publication.

How to lodge a submission

You can email or post your submission to the secretary of the committee. It is preferred that submissions be emailed as PDF or Microsoft Word files. The committee's email address can be found on the inquiry website.