



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY Parliamentary Committees – Inquiry Flowchart

The Legislative Assembly refers an inquiry to a Committee providing *Terms of Reference*

The Committee Calls for Submissions

A submission is the giving of facts, opinions, arguments or recommendations to a Committee to at least one of the *Terms of Reference*.

Submissions are usually written (but can be audio or video recordings)

Add name and position (for organisations), a return address and telephone number.

Use the *Terms of Reference* as a guide to structure. Add a summary if more than 2 pages.

Submissions by an individual or organisation are lodged

Via email or post to the Committee Secretary.

Preferred email as pdf or Microsoft Word file or posted on typed A4 sheets.

The Committee considers all submissions

Individual requests for confidentiality will be considered, but the Committee retains the authority to publish, or not publish, any submission.

The Committee may also hold a public hearing and call witnesses

The Committee decides who will be invited to give evidence at a hearing.

Committees have the power to summon witnesses to appear.

Submissions and hearing transcripts are published and benefit from parliamentary privilege*

Submissions can't be withdrawn, altered or disclosed without Committee permission.

The name of the submitter is usually included with personal contact details deleted.

The Committee completes its Inquiry and reports back to the Legislative Assembly.
The Government has 6 months to respond to the recommendations.

****Essentially this means that a person is protected from legal action in respect of what is written or said to the Committee. Any authorised distribution of a submission is also protected from legal action.***