

# How to make a submission to a Senate Committee inquiry

1. A submission may be as short or as long as you like. It may contain facts, opinions, arguments or recommendations. It may cover all the points in the terms of reference or only some of them, depending on what interests you. Supporting documents may be attached.
2. There is no prescribed format. However, to make submissions most useful we suggest:
  - the terms of reference of the inquiry can be a good guide to structuring a submission;
  - if the submission is longer than a few pages, please include a summary at the front.
3. If possible please provide submissions electronically. The preferred format is Microsoft Word. Otherwise please type or write clearly in black ink on A4 paper, and make sure you sign the submission.
4. **All submissions, including e-mailed submissions, must include your name, phone number and postal address.** If it is the submission of an organisation, say so clearly. Show the signatory's position and say at what level the submission was authorised.
5. Submissions belong to the Committee and are confidential until the Committee releases them. You must not disclose your submission to others without the Committee's permission. The Committee normally releases submissions at some stage during the inquiry and you may publicise your submission after that. If you disclose your submission without the Committee's permission, it is not protected by Parliamentary Privilege (see below).
6. If you want your submission to be kept confidential, please say so clearly at the top or in a covering note. Say why you want it to be kept confidential. If you want part of the submission to be confidential, please put that part on a separate page(s). The Committee will sympathetically consider requests for confidentiality, but cannot make promises in advance. If you have concerns about confidentiality, please discuss with the Committee secretary before you make the submission.
7. If your submission 'reflects adversely' on another person (for example, accusing them of lying or corrupt behaviour), the Committee will send the comment to the other person so they can reply. This applies even if the Committee agrees to keep your submission confidential.
8. Making a submission is protected by Parliamentary Privilege. It is an offence for anyone to try to stop you from making a submission by threats or intimidation. It is an offence for anyone to harass you or discriminate against you because you have made a submission. The content of the submission is also protected but only after the Committee has accepted it. This means that what you say in the submission, once the Committee has accepted it, cannot be used in court against you or anyone else. More information is available in another brochure, entitled 'Procedures to be observed by Senate Committees for the protection of witnesses'.
9. A committee may reject a submission that is not relevant to its inquiry. In that case the content of the submission is not protected by Parliamentary Privilege.
10. If you make a submission, the Committee may invite you to give evidence at a public hearing.
11. For more information contact the Committee Secretary, Senate Select Committee on Superannuation, Parliament House, Canberra. Phone: (02) 6277 3458, Fax (02) 6277 3130, e-mail [super.sen@aph.gov.au](mailto:super.sen@aph.gov.au)