



How to write a submission

Assembly committees are small groups of MLAs who look into issues in detail. These are called inquiries. You can participate in their inquiries by making a submission.

What is a submission?

A submission is a written comment about a committee inquiry.

Any person or organisation can make a submission. We don't accept anonymous submissions.

These help committees consider different views from experts, organisations, and everyday Canberrans. By making a submission, you are providing important input into democracy in the ACT.

What needs to be in a submission?

Your submission should cover some or all of the inquiry's terms of reference. Terms of reference are a list explaining exactly what the committee wants to know about. You can find them on the first tab of any inquiry page on the Assembly website.

There is no set format for a submission. You could write it as a letter, an email, or a short document.



Your submission must include your name, phone number, postal and email addresses.

Tips for making a great submission

- Use plain language and explain any technical terms you use.
- Submissions don't need to be long- they should be to-the-point and clear.
- Use headings and dot points to make it easy to read.
- Include links to the sources of any facts or figures you share.
- Tell us whether you want to talk to the committee at a hearing.

How do I send in my submission?

We prefer digital submissions. Use the committee's email address to email in your submission. Hardcopy submissions can be sent to the committee at:

ACT Legislative Assembly, GPO Box 1020, Canberra ACT 2601

Make sure to send your submission by the due date - late submissions may not be accepted.

What happens next?

The committee will confirm it has received your submission. They will check its content to decide whether it is relevant to the inquiry. Offensive or irrelevant submissions may not be accepted.

Accepted submissions are public documents and are published on the Assembly website. Your name will be published, but not your contact details. If you want your name left out, talk to the committee secretary beforehand or mention this in your submission. Committees decide whether a submission is confidential