

## Premier's Circular

Number:	2025/06
Issue Date:	01/07/2025
Review Date:	30/06/2029

### TITLE

#### MAKING WRITTEN SUBMISSIONS TO NATIONAL INQUIRIES

### POLICY

This policy, including the process for making written submissions to national inquiries as outlined in the attached guidelines (**Attachment 1**), applies to all Western Australian public sector bodies.

Public sector bodies include agencies, ministerial offices and non-SES organisations, as defined in section 3 of the Public Sector Management Act 1994. Non-SES organisations include statutory office holders, including but not limited to the Parliamentary Commissioner for Administrative Investigations, the Public Sector Commissioner, the Information Commissioner, the Inspector of Custodial Services, and any similar office provided that those statutory offices are not required to comply with this policy where it would be inconsistent with the performance of the independent statutory functions to do so.

The Western Australian Government receives numerous requests to make written submissions to national inquiries.

Requests to provide Western Australian Government submissions are generally issued to the Premier, relevant Minister, direct to public sector bodies, or through general public invitation.

The Western Australian Government should only submit responses in areas of high priority or strategic value to the State. If a written submission is approved to be drafted it must represent a whole of Government view.

The process is detailed in **Attachment 1**.

A Western Australian public sector body may also receive requests to:

- make written submissions from international inquiries, other State and Territories, and local government authorities. In this event, please liaise with the Department of the Premier and Cabinet (DPC) by email to [national.inquiries@dpc.wa.gov.au](mailto:national.inquiries@dpc.wa.gov.au) for guidance; and/or
- attend Parliamentary Committee inquiries (State or Commonwealth) or for officers to appear as witnesses. In this event, the principles and obligations

outlined in the Public Sector Commissioner's Policy for Public Sector Witnesses Appearing Before Parliamentary Committees (Public Sector Commissioner's Circular 2010/03) will apply.

This policy does not apply to government trading enterprises and other entities listed in Schedule 1 of the *Public Sector Management Act 1994*. If such organisations intend to make a written submission to a national inquiry, please email DPC at [national.inquiries@dpc.wa.gov.au](mailto:national.inquiries@dpc.wa.gov.au) for guidance on whether the submission should indicate that the views represented are not those of the Western Australian Government.

## BACKGROUND

Committees of the Commonwealth Parliament (Senate Committees, House of Representative Committees or Joint Committees), various Commissions (e.g. Productivity Commission), and agencies of the Commonwealth Government and other States and Territories regularly conduct inquiries into matters of policy, government administration and public significance. In the course of its investigations, an inquiry may seek the input of interested parties through written submissions, surveys, roundtables, workshops and public hearings.

Roger Cook MLA  
**PREMIER**

For enquiries contact:	Department of the Premier and Cabinet <a href="mailto:national.inquiries@dpc.wa.gov.au">national.inquiries@dpc.wa.gov.au</a> 6552 5000
Other relevant Circulars:	Public Sector Commissioner's Circular 2010/03
Circular/s replaced by this Circular:	2010/03, 2017/06, 2021/10

## **ATTACHMENT 1 - GUIDELINES FOR MAKING WRITTEN SUBMISSIONS TO NATIONAL INQUIRIES**

### **PRINCIPLES**

The Western Australian Government receives numerous requests to make written submissions to national inquiries. In some instances, making a submission provides an important opportunity to influence policy in areas of high priority or strategic value to Western Australia. In others, making a submission may be of limited value to the State.

Public sector bodies should take early action to decide whether to prepare a response, and consider the following:

- State public sector resources should only be dedicated to making a submission in areas of high priority or strategic value to the State; and
- Other inter-governmental mechanisms between the Commonwealth and the State may more effectively communicate the State's point of view.

The preparation of responses must be approved by the relevant Minister prior to drafting, and if approved represent a consolidated Western Australian Government view.

### **PROCESS**

The process below applies to all public sector bodies making a written submission to a national inquiry.

#### **1. Consultation opens**

Invitations could be sent directly to the Premier, relevant Minister or Western Australian Government agency/ies. The recipient of the request should consider whether there is strategic value in preparing a submission. DPC can provide guidance by emailing [national.inquiries@dpc.wa.gov.au](mailto:national.inquiries@dpc.wa.gov.au).

At this point the recipient of the request should consider other direct engagement opportunities to provide the Western Australian Government's position such as via existing National Ministerial Council or Senior Official forums and meetings with the reviewers.

#### **2. Obtaining approval to develop a submission**

If strategic value has been met and the submission is determined in scope for the Premier's Circular, the relevant Minister and DPC must approve prior to drafting. DPC Agencies can seek approval from DPC by completing and emailing **Attachment 2** to [national.inquiries@dpc.wa.gov.au](mailto:national.inquiries@dpc.wa.gov.au).

### **3. Coordinating the development of a written submission**

Once approval to develop a submission has been given, the following applies:

- If the subject of the inquiry affects a single department or agency – the department or agency develops the submission; or
- If the subject of the inquiry affects two or more departments or agencies – a lead agency should be highlighted to coordinate a whole of Government submission.

### **4. Consulting when developing a submission**

To ensure that responses represent a consolidated Western Australian Government view, agencies are required to consult with relevant agencies and DPC when developing a written submission.

If the submission covers Commonwealth-State financial relations or raises issues with resourcing implications, public sector bodies should consult with the Department of Treasury when developing the submission.

If the submission covers legal issues, including constitutional issues, or Western Australia's obligations under Commonwealth legislation, public sector bodies consult with the State Solicitor's Office, other than in straightforward cases.

DPC can help public sector bodies determine whether consultation with the Department of Treasury and/or the State Solicitor's Office will be necessary. Please contact [national.inquiries@dpc.wa.gov.au](mailto:national.inquiries@dpc.wa.gov.au).

### **5. Obtaining approval to lodge submissions**

Submissions should be approved and if appropriate signed by the relevant Western Australian Minister. Prior to this, lead agencies should seek approval from DPC once it has been endorsed at the appropriate agency level.

Agencies should consider allowing sufficient time to seek approvals from its Minister, DPC and also other agencies inputting into whole of Government submissions.

If a submission covers significant, contentious and/or emerging policy issues, the public sector body obtains approval from Cabinet to lodge the submission. DPC can help public sector bodies determine what is a significant, controversial or emerging issue. Please contact [national.inquiries@dpc.wa.gov.au](mailto:national.inquiries@dpc.wa.gov.au).

## ATTACHMENT 2

### INFORMATION TO BE INCLUDED WHEN SEEKING APPROVAL FROM DPC TO DEVELOP A WRITTEN SUBMISSION TO A NATIONAL INQUIRY

**Name/subject matter of the inquiry**

**Name of the body conducting the inquiry**

(e.g. the Productivity Commission; the Commonwealth House of Representatives Standing Committee on Employment, Education and Training)

**Due date for submission or response**

**Brief outline of proposed content of submission**

**How does the proposed submission relate to areas of high priority or strategic value to Western Australia?**

**Other portfolios and agencies affected**

**The proposed submission will:** (please select all that apply)

- ☐ cover Commonwealth-State financial relations or raise issues with resourcing implications
- ☐ cover legal issues, including constitutional issues, or Western Australia's obligations under Commonwealth legislation
- ☐ cover non-contentious issues only
- ☐ contain mainly factual or technical information
- ☐ relate to a contentious topic (please provide details below)
- ☐ relate to a new or emerging policy position of the Western Australian Government (please provide details below)

**Details**

**Other jurisdictions expected to make a submission, and any details (if known)**