



## Australian Government

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### Defence Honours and Awards Appeals Tribunal

## FACT SHEET 02 – Preparing a Submission to an Inquiry

### Introduction

The Defence Honours and Awards Appeals Tribunal (the Tribunal) is an independent statutory body that has been established under the *Defence Act 1903*.

From time to time, the Government will refer general eligibility issues relating to Defence honours and awards to the Tribunal for inquiry and recommendation.

When this occurs the Terms of Reference for the inquiry will be established by Government and the Tribunal will begin the inquiry with a nation-wide call for submissions.

The purpose of this fact sheet is to provide information on how to make a submission to the Tribunal.

### Format of a submission

To make submissions useful it is suggested that you first obtain a copy of the TOR for the inquiry. You can get this from the Tribunal's website. Once you have done so and wish to contribute, follow these steps:

1. Complete the form – **Lodgement of Submission** – this will cover basic information about:
  - the name of the inquiry,
  - the person or organisation making the submission,
  - if an organisation is making the submission the position of the person making the submission, and
  - contact details (postal and email address and phone number).
2. Prepare your submission. As a minimum it should contain the following:
  - a statement of what action or outcome is desired from the submission;
  - provision of as much relevant information as possible to provide a clear understanding of the submitter's understanding of the issue; and
  - fully documented evidence in support of the submission.

The TOR for the inquiry is a good guide to structuring a submission, which may be as short or as long as you like. If the submission is longer than a few pages, include a summary at the front. A submission may contain facts, opinions, arguments or recommendations. It may cover all of the points in the terms of reference or only some of them, depending on what interests you. If the submission is from an organisation, say so clearly. Show the position in the organisation of the signatory and say who in the organisation authorised the submission.

### **Presenting your submission to the Tribunal**

Please type or write your submission clearly in black ink on A4 paper. Photocopies of attachments are acceptable. Provide the completed, signed form and your submission, together with any attachments by mail to the Tribunal.

Documents can be sent via email. Please do so in Microsoft Office Word or in PDF format. If all your documents together are larger than 1.5 megabytes, mail your submission to the Tribunal, as there are firewall limits and your submission may be rejected by the firewall.

Make sure you sign the form. Emailed documents must include your name, phone number and postal address so that you can be contacted during the Inquiry.

Sensitive material and confidential information should be clearly marked. Such material should not be sent via email because it is not a secure medium.

Note: Information provided in submissions may be used as the basis for further research and clarification. If your submission reflects adversely on another person or organisation the Tribunal will send the comment to the other person or organisation so that they can reply. The content of a submission may be included in the Tribunal's report to Government, which will be made public. A declaration to this effect is required and is made on the form - **Lodgement of Submission**, which you need to lodge with your submission.

Note: All submissions received by the Tribunal may be made available publicly. If you seek confidentiality for some or all of the material you provide, the Tribunal will need to be persuaded that there is a valid reason for this.

The Tribunal reserves the right to reject a submission that is not relevant to its inquiry.

### **What happens next?**

The Tribunal will consider the submissions received as part of the Inquiry and then hold public hearings, where those who the Tribunal invites to speak may do so.

## **Appearing before the Tribunal**

The making of a submission does not mean that you will be asked to appear before the Tribunal at a hearing. However, the Tribunal may, at its discretion, invite you to give evidence to it. Guidance for those invited to appear before the Tribunal is available in a separate fact sheet – [Guidance for Persons Appearing at a Hearing](#).

## **How long will an Inquiry take?**

Once the hearings are complete, the Tribunal will make its deliberations and then a report will be written and recommendations made. The Tribunal will present its report to the Government for consideration.

Given the complexities of some issues the Tribunal is asked to review, no reporting date is set for inquiries. However, an inquiry can, at times, take a minimum of twelve months to complete. The time taken also depends on how broad the TOR is for the Inquiry.

## **How do I contact the Tribunal?**

Mail address:

Defence Honours and Awards Appeals Tribunal  
Floor 1, 105 Tennant Street, Fyshwick  
Locked Bag 7765  
Canberra BC ACT 2610

Telephone: (02) 6266 1019

E-mail: [DHA.Tribunal@defence.gov.au](mailto:DHA.Tribunal@defence.gov.au)

Website: [www.defence-honours-tribunal.gov.au](http://www.defence-honours-tribunal.gov.au)

## **Other related fact sheets:**

Overview – Defence Honours and Awards Appeals Tribunal

Guidance for Persons Appearing at a Hearing

Preparing an Application for Review

Guidance for Applicants