



Guide to making a submission

How do I lodge my submission?

You can lodge online via the inquiry webpage or by email. You can also contact the committee secretariat for alternative means of submission. The contact details can be found at the bottom of the page. Click [HERE](#) to make an online submission.

Does a video or audio recording count as a submission?

We welcome videos and audio recordings as evidence, but for the submission to be considered we have only two basic requirements for the video:

- Format – landscape rather than portrait orientation
- Length – the total length should not exceed 5 minutes.



Important information for the producers of the video/audio

The maker of the video is responsible for the overall content. This includes deciding whether the people in your video are named. It also includes making sure that everyone who is interviewed or appears in the video has given their permission to being filmed



What will happen when you send your video/audio to us?

Unlike written submissions, sections of video will not be redacted by the committee. If the video contains unacceptable material, the committee will inform the submitter and suggest that the submitter provide a new, edited video.

Who can make a submission?

Any individual or organisation can make a submission to the committee.

What does it need to include?

- the author's name
- if made on behalf of an organisation, the level of approval (e.g. a local branch, executive committee)
- at least two of the following:
 - email address, mailing address, daytime telephone number.

Where do I send it?

Submissions may be sent to:
 cssc@parliament.qld.gov.au
 Committee Secretary, CSSC
 Parliament House
 George Street, Brisbane Qld 4000

What happens next?

Upon submission, the committee will confirm its receipt and assess it for publication. Accepted submissions, without contact details, will be published, unless confidentiality is requested or content is deemed irrelevant, offensive, or related to ongoing legal matters. Changes or withdrawals require committee approval once accepted.

