

# **GUIDELINES FOR SUBMISSIONS**



**Submissions close on 15 September 2011**

## ***Participation***

By inviting public submissions the Committee encourages interested groups and individuals to contribute to the important process of legislative review. The Committee looks to benefit from community knowledge and understanding and as such, encourages and values public participation in the operation of Parliament.

## ***Form***

The Committee will only consider written submissions. Typed or printed text is preferable, though legible hand-written submission may also be accepted.

There is no prescribed form for a submission however concise, evidence based submissions written in plain English are preferable.

Where possible it is preferable that reference is made to a specific clause contained in the Bill.

Written submission should be signed and dated. Those signing a submission on behalf of an organisation should indicate the level at which the submission has been authorised.

If a submission is over 20 pages it should include an executive summary followed by a table of contents.

## ***Content***

A submission should be relevant to the Committee's inquiry into the Education and Training Legislation Amendment Bill 2011, otherwise it may not be considered. Content should relate to the Bill and its proposed policy objectives within the context of the proposed amendments.

## ***Confidentiality***

The Committee will not consider anonymous submissions though it may direct that a submission be treated confidentially. Generally speaking the Committee publishes submissions made to its inquiries, in line with transparency objectives. If you believe that your submission (or part of it) should not be made public, clearly print 'confidential' on each page and, in a brief covering letter, explain why your submission should be treated confidentially. The Committee will then consider your confidentiality request.

### ***Unauthorised release***

Once the Committee received a submission it becomes the property of the Committee and must not be published or disclosed to any other person without the Committee's permission.

Submissions published without the Committee's permission are not protected by parliamentary privilege, therefore, depending on its content, the publisher may be held in contempt of Parliament.

The Committee may table submissions in the Legislative Assembly or otherwise publish them. Not all submissions will necessarily be tabled. The Committee reserves the right to not table or publish confidential submissions, or submissions that are irrelevant, contain scurrilous or defamatory material, or are otherwise not suitable for publishing.

### ***Lodgment***

Written submissions should be sent to:

The Research Director  
Industry, Education, Training and Industrial Relations Committee  
Parliament House, George Street  
BRISBANE QLD 4000

Or by email to: [ietirc@parliament.qld.gov.au](mailto:ietirc@parliament.qld.gov.au)

All submissions must include:

- (i) the name;
- (ii) a postal address;
- (iii) a daytime contact telephone number of the person making the submission; and
- (iv) the capacity in which that person is making the submission (e.g. Individual or organisation).

### ***Email updates***

If you would like to receive email updates about the Committee's activities, please subscribe by clicking [here](#)