



SUBMISSION CHARTER

This charter outlines the Australian Fair Pay Commission's commitment to encouraging interested parties to make submissions to its wage reviews.

The Commission will develop and continually improve mechanisms to encourage and receive written submissions from stakeholders and the wider Australian community.

Obtaining written submissions from a broad cross-section of Australians ensures the Commission is informed about the impact of its decisions, current wage issues and areas for future research.

This charter is based on principles consistent with those developed by the Office of Best Practice Regulation and with the Commission's own principles expressed in its Forward Plan 2007-09.

- **Continuity** – Submissions will be invited to the Commission's annual general wage reviews and one-off reviews as they are announced.
- **Targeting** – The Commission seeks submissions from individuals as well as organisations. Calls for submissions will be made widely to all interested individuals and organisations. The submissions process will be publicised through advertisements in the national press and on the Commission's website.
- **Timeliness** – Submission processes will ensure sufficient time is available for the preparation of considered responses.
- **Accessibility** – The Commission accepts submissions in hard copy or electronically and need not be lengthy. Information about the submissions processes will be easy to understand and readily accessible via the Commission's website and in printed information materials.
- **Transparency** – The objectives and context of submissions processes will be clearly articulated in national advertisements and through information materials published by the Commission on its website and in print. Submissions lodged as non-confidential will be posted to the Commission's website as soon as practicable after the submissions closing date. Where appropriate, relevant parts or quotes from non-confidential submissions will be included within the Commission's published decision documents.
- **Consistency and Flexibility** – To encourage participation, a consistent approach will be taken to each submissions process. This will be balanced with the specific requirements for each wage review.
- **Evaluation and Review** – Feedback will be sought from stakeholders and the wider community. Submission processes will be regularly reviewed to ensure they are effective and relevant.

For further information on the submission processes undertaken by the Australian Fair Pay Commission, visit the website at www.fairpay.gov.au