



Employment Services Reform



How to make a submission

Shaping the future of employment services

This guide explains the different ways you can make a submission in response to the [Shaping the future of employment services Discussion Paper](#) (discussion paper), and where to find the documents you may need.

Ways to make a submission

You can choose one option that works best for you or use a combination of options.

- **Answer the questions online** – You can work through the consultation questions step by step on the submission webpage.
- **Upload your own document** – such as a written submission, letter or report.
- **Use a submission template and upload it** – This option is useful if you want to respond to the consultation questions in a document.
 - There is a [standard template](#) that accompanies the discussion paper, and a template included in the [Easy Read version](#).
 - Each template includes the consultation questions and space to respond. You can choose the version that best suits you, then upload your completed document.
- **Give general written feedback online** – You can provide a shorter response if you want to share overall comments or suggestions.

To get started, go to the [consultation website](#) and select **Make a submission**. The website will guide you through the process and help you choose your preferred option.

Documents and support

You may find it helpful to read the [Discussion Paper](#) before you start. You can also use the [Easy Read Discussion Paper](#) if you want a simpler version.

All relevant documents can also be found on the [Consultation Hub](#) in a variety of formats, including Word (.docx) and PDF.

Helpful tips before you submit

- You do not need to answer every question. You can focus on the parts that matter most to you.
- If you are completing your submission online, you can save your progress and come back to it later.

Closing date

Please submit your response by **5:00pm AEST on Friday 31 July 2026**.

For further support please email ESREngagement@dewr.gov.au