

LOCAL GOVERNMENT CHANGE COMMISSION

Publication Guidelines – Written Submissions

The following information has been developed to assist those making submissions to the Local Government Change Commission's (Change Commission) 2023 divisional boundary reviews.

Publishing submissions

The Change Commission is committed to transparency, open access to information and informed public debate.

Under section 19(3)(b) and 19(6) of the *Local Government Act 2009* the Change Commission intends to publish all submissions received as part of a review where it is appropriate to do so, and unless the submitter has requested it remain confidential. Further, the Change Commission reserves the right to redact content, or not publish submissions, at its own discretion.

What happens after I make a submission?

Once your submission has been received, it will be reviewed to determine whether it is able to be published as part of the review material.

If you do not wish your submission to be published, you should mark your submission as confidential. Submissions which are not marked as confidential will be published on the Electoral Commission of Queensland's website with submitters' names, however, contact details will be redacted.

The Change Commission may decide not to publish all or part of a submission for reasons such as:

- it is not relevant to the divisional boundary review
- it contains content or wording which may be considered offensive or defamatory
- it refers to matters that are sub judice (before the courts), or
- content within the submission is confidential (e.g. commercial in confidence).

If accepted, the information in your submission will be published with your name but with contact details redacted.

Confidential submissions

The Change Commission prefers to publish submissions where possible to promote public discussion and provide transparency in the review process.

If you wish all or part of your submission to be kept confidential and not published, or that your submission be published without your name, you should:

- Include the word 'confidential' clearly in your submission and state the reasons for your request.
- Consider including any confidential information in an appendix to the submission to allow the body of the submission to be published and publicly referred to by the Change Commission.
- If requesting anonymity, make sure that your name and contact details are on a separate page and not in the main part of your submission.

The Change Commission will consider requests for confidentiality but cannot guarantee that submissions will not be published. Ultimately, it is for the Change Commission to determine whether it is in the public interest to publish the submission.

Can I amend my submission?

If there are further matters you wish to raise after you have lodged your submission, or you wish to amend information provided previously, you can submit an additional submission outlining your requested additions or changes. However, submissions provided after the consultation period are only accepted at Change Commission's discretion.

Any personal information collected by the Change Commission will be managed in accordance with the *Information Privacy Act 2009*.