

Submission Guidelines

Any contribution to the public consultation on the Independent Review of the Commonwealth Parliamentary Support System's 'Overview of the Commonwealth Parliamentary Support System' Issues Paper is called a submission.

A submission may be made under your name, or anonymously. Where you make a submission under your name, we ask that you please include your contact details. If you are making a submission on behalf of an organisation, we assume you have the authority to do so. Please also include your position title and the name of the organisation, where relevant.

Writing a submission

The best submissions:

- clearly and concisely address the questions, where relevant
- emphasise the key points so that they are clear
- only attach documents that directly relate to your key points
- only include information you would be happy to see published on the internet.

Notification of collection of personal information

Participation in and making submissions to the Independent Review of the Commonwealth Parliamentary Support System's (the Independent Review's) 'Overview of the Commonwealth Parliamentary Support System' Issues Paper (the Paper) are voluntary.

Your personal information is protected by law, including the *Privacy Act 1988*, and is collected by the Department of Finance to inform the Independent Review to ensure it is fit for purpose and meets community expectations. The personal information collected in the submissions will be disclosed to employees working on the Review to support analysis and the development of recommendations for the final report.

Please do not provide any personal or sensitive information relating to another person, unless you have sought that person's consent to provide their information for this purpose and have shown them this Privacy Collection Notice. Additionally, we ask that responses do not include any unnecessary personal or sensitive information, and note if it is provided, it will be collected.

The personal information collected by the Department of Finance in this consultation will be used to assist the Independent Review to develop its thinking on key issues. This may include reviewing and comparing your submission with other submissions collected by the Department of Finance to inform further consultations by the Independent Review for the purposes of reviewing the Commonwealth Parliamentary Support System. The Independent Review may undertake qualitative and/or quantitative analysis of submissions collected to inform its report and recommendations regarding the Commonwealth Parliamentary Support System. The Independent Review may also use your contact information to contact you about your submission.

Your submission may be published on the finance.gov.au website, which by its nature may involve disclosure to overseas recipients in any country.

Additionally, the information provided to the Department of Finance may also be analysed by contracted third party service provider artificial intelligence software to assist and inform

analysis of submissions by the Independent Review. Third parties who contract with the Department of Finance are contractually bound to protect personal information in accordance with the Privacy Act. The Department of Finance and the Independent Review will not use or disclose the personal information collected in the submissions for another purpose without your consent unless required or authorised by law.

For more information about how the Department of Finance handles your personal information, including information about access to or correction of your personal information, please visit our Privacy Policy at: <https://www.finance.gov.au/publications/policy/department-finance-privacy-policy>.

Will my submission be published?

The Independent Review intends to publish submissions at the end of the consultation period. We ask that you please indicate whether or not you consent to publication when you provide your submission. Submissions received without express permission to publish will not be published.

The Independent Review reserves the right to not publish submissions that contain personal information, inappropriate or defamatory content, are not relevant to the Terms of Reference for the Independent Review or which may otherwise be unlawful to publish. We may also redact parts of published submissions if appropriate.

Your submission is not automatically published. It may take several weeks for your submission to be considered and processed before the Independent Review decides it should be published.

If the Independent Review decides to publish your submission, most submissions will be posted in the same form as they were submitted to the Independent Review (with identifying information included). If the Independent Review publishes your submission with your name, your name can be searched for on the internet.

You cannot withdraw or alter your submission once it has been published. However, you can make further submissions within the consultation period.

Accessibility requirements - what it means and why is it important?

Under the *Disability Discrimination Act 1992*, information published to government websites must comply with a set of accessibility standards to ensure that online information and services are accessible to people with disabilities.

Many users require the use of assistive technologies such as screen readers to read out information published online. If the information is not marked up correctly (e.g. styles used to identify headings), then the information can become unstructured and misinterpreted. By ensuring all content and documents are written to meet these requirements, it allows those with disabilities to receive a similar online experience.

Although submission documents are not authored by the Independent Review, they still must adhere to accessibility requirements if being published online. The following accessibility requirements should be met for a submission to be published online in document format:

- All text marked up using appropriate styles (e.g. Heading 1 for top level headings, Heading 2 for sub headings, Heading 3 etc)
- All photos/images have alternative text added to their properties
- All graphs and tables have a descriptive caption detailing what the graph contains
- More than one format of the submission document is provided (e.g. a .docx and .pdf).

If a submission is received by the Independent Review that does not meet the required accessibility standards, the Independent Review may change or convert the format so that it conforms to the accessibility requirements for online publication.

You can ask to keep your submission private

If you want your submission to be kept **confidential** (and your name not to be published on the internet), you should:

- include the word **confidential** clearly on the front of your submission; and
- make sure that your name and contact details are on a separate page and not in the main part of your submission.

Confidential information may be placed in an attachment to the main part of your submission, with a request to keep the attachment confidential.

Confidential submissions are only read by the Independent Review officials and are not made available on the Independent Review's website. De-identified summaries of these submissions will not be made public without the permission of the contributors.

If you would only like a part of your submission to remain confidential, we ask that you please provide that information marked as such in a separate attachment. We encourage you to contact ParliamentaryReview@finance.gov.au for further information and advice before submitting such material.

Freedom of Information Act requests

Any submission provided to the Independent Review, even submissions marked as confidential, may be the subject of a request under the FOI Act. Any request for access to or a copy of a confidential submission is determined in accordance with that Act. The FOI Act includes various exemptions for information such as: business information provided in confidence and personal information. Any FOI application that requests access to business information or personal information will be processed in accordance with these exemptions.

Copyright

Ownership of all submissions received remains vested with the respective author(s) of the submission.

However, in making a submission to the Consultation you grant a permanent, irrevocable, royalty-free licence to allow the Independent Review to use, reproduce, publish, adapt, perform or communicate to the public your submission on the Independent Review's website, including converting your submission into a different format to that submitted for the purposes of meeting relevant accessibility requirements.

To the extent that your submission contains material that is owned by a third party, you warrant that you have obtained all necessary licences and consents required for the use of those materials (including for the Independent Review to use, reproduce, publish, perform or communicate to the public), and have made arrangements for the payment of any royalties or other fees payable in respect of the use of such material.