

APPENDIX 5

Publication Guidelines

Publication Guidelines – Written Submissions

LOCAL GOVERNMENT CHANGE COMMISSION

The following information has been developed to assist those making submissions to the Local Government Change Commission's (Change Commission) mid-term review of electoral arrangements for the Ipswich City Council.

Publishing submissions

In the interests of informed public debate, the Change Commission is committed to transparency in its processes and open access to information.

The Change Commission aims to publish all submissions relating to a review where it is appropriate to do so. However, it 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.

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

- it is not relevant to the 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
- a person making the submission has requested confidentiality, or the content within the submission is confidential (e.g., commercial in confidence).

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

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.

Confidential submissions

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

You can request that all or part of your submission is kept confidential to the Change Commission and not published.

You should:

- Include the word 'confidential' clearly on the front of 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.