Submission Guidelines

Privacy notice

The Department of Finance (Finance) collects personal information you provide in your submission to support the Independent Review. This includes receiving and analysing submissions, contacting you if needed, and supporting the Independent Review's final report and recommendations.

You do not have to identify yourself to make a submission, and can make a submission anonymously.

If you do not provide your name or contact details, the Independent Review may still consider your submission but may not be able to contact you about it.

By making a submission, you consent to Finance collecting and handling any personal or sensitive information you include for the purposes of the Independent Review.

If you provide a submission by email or letter, Finance will treat your submission as consent to collect and handle any personal or sensitive information you include for the purposes of the Independent Review.

Finance may disclose your personal information to the independent reviewers. If you consent to publication, Finance may publish your submission online, unless Finance decides to redact any information. Finance may use its internal artificial intelligence tool, Microsoft 365 Copilot, to analyse submissions. Contractual protections apply where personal information is disclosed to IT service providers.

For more information about how Finance handles personal information, including how to access or correct your personal information or make a privacy complaint, see Department of 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 Submissions received without express permission to publish will not be published.

We reserve 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 may be changed to meet accessibility requirements for online publication.

You can ask to keep your submission private

When you make a submission, you may choose one of the following options:

- **Publish with your name or organisation:** If you consent to publication, your name and/or organisation may appear on the published submission. Personal information may be redacted where required by law or departmental policy.
- **Publish anonymously:** If you consent to publication on an anonymous basis, identifying information, including your name, will be removed before publication. Additional information may be redacted where required by law or departmental policy.
- **Keep your submission confidential:** You may request that your submission remain confidential and not be published. If you would like all or part of your submission treated as confidential, please clearly indicate this in your submission, covering email or in the submission webform. Confidential submissions will only be accessible to officials supporting the Independent Review and will not be published on the Review website.

If you are considering providing sensitive or confidential material, please contact ParliamentaryReview@finance.gov.au before making your submission.

Any submission provided to the Independent Review, even submissions marked as confidential, may be the subject of a request under the FOI Act or from the Parliament. Any request will be considered through the appropriate process before a decision is made about release.

Tips for writing a submission

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.

The most effective submissions:

- clearly and concisely address the consultation questions
- focus on your key points and recommendations
- provide relevant supporting documents; and
- avoid including information you would not want published online.