



## Submission Guidelines

Any contribution to the public consultation for 'Defining an Australian Business for Commonwealth Procurement' is called a submission.

A submission should, but does not have to, include your name, and 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 Department of Finance's (Finance) Public Consultation for 'Defining an Australian Business for Commonwealth Procurement' (Consultation) are voluntary. Any personal and sensitive information included in your submission will be collected by Finance and is protected by law, including the *Privacy Act 1988* (Privacy Act). Please do not provide personal information relating to other people unless you have sought and received their consent to do so.

The personal information collected in this Consultation will be used by Finance to develop a definition for an 'Australian Business' in the context of Commonwealth procurement. This may include reviewing and comparing your submission with other submissions collected by Finance in this Consultation to inform further consultations for the purposes of developing a definition for an Australian Business in the context of Commonwealth procurement. Finance may undertake qualitative and/or quantitative analysis of submissions collected through the Consultation to inform reporting and advice to Finance's executive, Finance's Ministers, and other entities, such as the Department of Industry, Science and Resources, that contribute to the work of the Commonwealth procurement framework.

Your submission to the Consultation, unless marked as confidential, may be published on the [finance.gov.au](http://finance.gov.au) website, which by its nature may involve disclosure to overseas recipients in any country.

Finance may also use your contact information to contact you about your submission. If you do not provide your contact information, Finance will not be able to contact you to further discuss your submission, and if there are any issues with your submission, your submission will not be published and may be excluded from consideration.

Finance will not use or disclose any personal and sensitive information that may be included in your response for another purpose without your consent unless required or authorised by law. For more information about how 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?

In the interests of informed public debate, transparency and open access to information, Finance may publish submissions on the Finance website. Finance reserves the right to edit (for example, remove defamatory material or, where appropriate, de-identify personal or sensitive information), publish or not publish submissions on its website at its own discretion.

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

If Finance decides to publish your submission, most submissions will be posted in the same form as they were submitted to Finance (with identifying information included). If Finance 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 department, 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 department that does not meet the required accessibility standards, the department 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 provide a reason for your request.
- 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 Finance officials and are not made available on the Finance website. De-identified summaries of these submissions will not be made public without the permission of the contributors.

### ***Freedom of Information Act requests***

Any submission provided to Finance, even submissions marked as confidential, may be the subject of a request under the *Freedom of Information Act 1982* (Cth) (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 Finance to use, reproduce, publish, adapt, perform or communicate to the public your submission on the department 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 Finance 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.