**“Have Your Say”**

*(Template to be used for all requests for submissions in response to public consultation on major policy matters)*

The Tasmanian Government is committed to providing opportunities for community involvement in the development of Government policy and we are seeking your input on *[insert policy / draft Bill / issues paper etc details].*

*[Explain the purpose of the policy / draft Bill and any additional contextual information (such as previous consultation on the policy/issue, where the current consultation fits within the policy development process and the context of the issue nationally or in other states).]*

**HOW TO MAKE A SUBMISSION**

All written submissions on the *[draft policy / draft Bill/ issues paper etc]* must be received by *[insert time]* on *[insert submission close date].*

Submissions can be forward to:

**Email: *[Insert email address]***

**Mail: *[Insert postal address – include an “Attention” notation if required]***

Other than indicated below, submissions will be treated as public information and will be published on our website at *[Insert link] …. [insert information about when submissions will be published eg, once the Government has determined proposed policy positions/ once consideration of the submissions has concluded/ by the end of mm/yyyy].* Submissions will be published on *[date].*

**No personal information other than an individual’s name or the organisation making a submission will be published.**

For further information, please contact: *[insert officer / employee’s contact details – or generic email address].*

**ACCESSIBILITY OF SUBMISSIONS**

The Government recognises that not all individuals or groups are equally placed to access and understand information. We are therefore committed to ensuring Government information is accessible and easily understood by people with diverse communication needs

Where possible, please consider typing your submission in plain English and providing it in a format such as Microsoft Word or equivalent.

The Government cannot however take responsibility for the accessibility of documents provided by third parties.

**IMPORTANT INFORMATION TO NOTE**

Your name (or the name of the organisation) will be published unless you request otherwise.

In the absence of a clear indication that a submission is intended to be treated as confidential (or parts of the submission), the Department will treat the submission as public.

If you would like your submission treated as confidential, whether in whole or in part, please indicate this in writing at the time of making your submission clearly identifying the parts of your submission you want to remain confidential and the reasons why. In this case, your submission will not be published to the extent of that request.

Copyright in submissions remains with the author(s), not with the Tasmanian Government.

The Department will not publish, in whole or in part, submissions containing defamatory or offensive material. If your submission includes information that could enable the identification of other individuals then either all or parts of the submission will not be published.

**The *Right to Information Act 2009* and confidentiality**

Information provided to the Government may be provided to an applicant under the provisions of the *Right to Information Act 2009* (RTI). If you have indicated that you wish all or part of your submission to be treated as confidential, your statement detailing the reasons may be taken into account in determining whether or not to release the information in the event of an RTI application for assessed disclosure. You may also be contacted to provide any further comment.