

Consultation submission guidelines

March 2023

AEMO is committed to facilitating effective stakeholder participation in the ongoing development of the frameworks and processes that underpin the operation of Australia's energy systems and markets.

We regularly conduct consultations and encourage submissions by stakeholders (e.g. consumers, industry, government and market bodies) as well as individuals or institutions with specific interest or involvement.

We are committed to transparency in our consultation processes, and where possible we will publish submissions on our website to allow others to understand the information AEMO has considered in making its decisions.

We have published this set of guidelines to provide clarity to anyone who makes a submission to our consultation processes about how each submission will be treated.

All submissions received by AEMO are subject to these guidelines.

What constitutes a submission

Submissions to AEMO's consultations are usually written in the form of a letter or attachment to an email. However, feedback that is provided in individual stakeholder meetings (via minutes), or informal email responses to a consultation will also be considered a submission unless the stakeholder indicates otherwise.

Submission deadline

AEMO will clearly state the closing date for submissions in consultation documents. We cannot guarantee that submissions received after the published deadline will be considered, although we may do so at our discretion.

Author's details

Submissions should include the author(s) name, name of organisation and contact details, so AEMO knows who has made the submission, how we can get in touch with you, and the organisation you represent (if relevant).

Anonymous submissions will not be published or relied on by AEMO in making decisions.

What we publish

We will include the author(s) name, and their position and organisation if relevant, and will remove information such as personal email addresses, postal addresses, and telephone numbers before publishing a submission.

aemo.com.au

In the interests of transparent decision-making, we are unable to give equal consideration to information that we cannot publish. However, if your submission contains confidential or commercially sensitive information that you do not wish to be published, please clearly indicate in writing at the time of your submission that the whole submission is confidential or identify which parts you wish to be treated confidentially. We may still publish information that we do not consider confidential but will consult with you before doing so.

At AEMO's discretion, we may not publish certain submissions (or parts of submissions) if we assess that they are not relevant to the consultation, include inappropriate, offensive or potentially defamatory content, or may breach another person's intellectual property rights. We will advise the author if the submission is not being published for these reasons.

Our publication of a submission does not indicate AEMO's endorsement of any views or information included in a submission.

Ownership and third-party material

Unless otherwise stated, ownership of all submissions received by AEMO remains with the respective author(s) of the submission. By making a submission to AEMO, you grant AEMO a permanent, irrevocable, royalty-free licence to use, copy, adapt and publish your submission.

If your submission incorporates or refers to material that is owned by a third party, it is your responsibility to obtain all necessary permissions for the use of that information (including for AEMO to use, copy, adapt and publish it), and arrange for the payment of any royalties or other fees payable in respect of the use of the third party information.

Privacy

All personal information received by AEMO is managed in accordance with AEMO's current [Privacy Policy](#) and the *Privacy Act 1988 (Cth)*.

Contact

If you require more information or assistance making a submission, please email AEMO Stakeholder Engagement: StakeholderRelations@aemo.com.au.

Version control

Version	Effective date	Comments
1	30 March 2023	Initial published version