

# Consultation submission guidelines

November 2025

At AEMO, we recognise that listening to, understanding and consulting with our stakeholders is essential to our work. It ensures stakeholders' perspectives are considered in our decision making and builds trust between us and our stakeholders.

AEMO engages with stakeholders to ensure their perspectives and knowledge inform the frameworks and processes that underpin the planning and operation of Australia's energy systems and markets.

Energy organisations, government, researchers and academics, consumer advocates, and other individuals and entities interested in or affected by AEMO's decisions are encouraged to provide feedback through our consultations.

These guidelines explain how to make a submission to an AEMO consultation and how AEMO considers submissions.

All submissions received by AEMO are subject to these guidelines.

## Consultation submissions

AEMO consults with stakeholders on a range of matters related to our functions. AEMO is required to conduct some consultations in accordance with applicable rules and requirements, and other consultations are conducted at AEMO's discretion.

A 'consultation submission' or 'submission' is a contribution provided by a stakeholder in response to a published consultation by AEMO or during consultation engagement activities during a defined consultation period. A submission does not include feedback received in meetings or engagements outside of the consultation period and does not include commentary on AEMO's social media posts or content provided on other public platforms.

While not all feedback is considered a submission, AEMO welcomes input from stakeholders at any stage of its planning processes and operations, and will take relevant, constructive feedback into consideration.

## Accurate and reliable submissions

It is important that submissions include accurate and reliable information. AEMO expects that a submission will:

- be relevant to the consultation topic
- include the author's contact details including their name, job title, email address and telephone number
- include the name of the entity the submission is being made on behalf of (if applicable)
- support any claims with credible evidence (references to blogs, opinion pieces, or unpublished materials – unless accompanied by supporting evidence from reputable sources – are not considered credible)
- include references, preferably using a recognised citation style (for example, APA, Harvard, IEEE), and/or link references to a direct URL or digital object identifier

- be submitted within the applicable consultation timeframe.

Circumstances where AEMO may not be able to fully consider, reference, respond to and/or publish a submission as part of its consultation or decision making process include (but are not limited to) where the submission (or part of the submission):

- is not relevant to the consultation topic
- is considered by us to be defamatory offensive or inappropriate
- may infringe intellectual property rights
- does not support claims with credible supporting evidence
- does not include appropriate and reliable references
- contains confidential or commercially sensitive information.

Note that submissions that are written primarily using artificial intelligence (AI) and which have not been validated by subject matter experts, may mean a submission does not meet AEMO's expectations as outlined above and may not be considered in AEMO's decision making.

## Submission deadline

AEMO will clearly state the consultation period for submissions in consultation documents, in accordance with any relevant statutory rules and regulations.

Where AEMO is undertaking a consultation that is not required by rules or regulations, we will set an appropriate consultation period to ensure stakeholders have sufficient time to respond.

Late submissions may be accepted at AEMO's discretion, and a late submission request should be submitted at least one week in advance of the consultation closing date, where possible.

## Formats accepted

AEMO's consultation documents outline how submissions are to be provided. Generally, we ask that submissions be provided as a PDF through the stated communication channel. When necessary, we also accept submissions via email, post and verbally (at our discretion).

## Publishing submissions

AEMO is committed to transparent consultation and decision making processes. We publish all submissions on our website, other than those that we consider to be defamatory, offensive, inappropriate or likely to infringe intellectual property rights and those where we have agreed not to publish on the grounds of confidentiality. We also publish summaries of verbal submissions (although, in particular circumstances, we consider requests for a submission not to be published). We do this to meet our legal obligations, provide transparency about what stakeholders are saying to us and to demonstrate what information AEMO has (and has not) considered in the decisions we make. We may also refer to submissions in our reports, summaries and decisions.

Where a submission has not influenced or been considered in our decision-making process, will clearly state this and explain why. For example, where a submission is not relevant to the consultation topic or is not supported with credible evidence.

When publishing submissions, we will include the author(s) name, position and the organisation the submission has been made on behalf of (if applicable). We do not publish personal information such as individual's email addresses, postal addresses, and telephone numbers. If a submission contains confidential or commercially sensitive information that you do not wish to be published, please clearly indicate in writing at the time of making the submission that the whole submission is confidential or identify which parts of the submission you wish to be treated confidentially. In some circumstances, we may decide to publish a confidential submission but will consult with you before doing so. Such a decision would only be made in accordance with AEMO's legal obligations.

Please also note that, in the interests of transparent decision making, we may give less weight to information that we cannot publish.

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

## Privacy

Personal information received by AEMO in a submission is managed in accordance with AEMO's [Privacy Policy](#) and the [Privacy Act 1988 \(Cth\)](#).

## Analysing submissions

AEMO analyses submissions to inform our considerations and decision making and to assist with drafting consultation submission summaries, which we publish on our website. AEMO may use AI tools to support its analysis of submissions in accordance with our AI policy which supports the use of ethical, secure and responsible AI.

## Ownership and third-party material

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

If your submission incorporates or refers to material 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.

## Contact

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

## Version control

Version	Effective date	Approver / document owner	Comments
1	30 March 2023	Group Manager, Stakeholder Engagement	Initial published version
2	7 November 2025	Group Manager, Stakeholder Engagement	Update to include guidance on criteria for submissions and treatment and use of AI.