



Making a submission on a draft document

You can get involved in a public consultation by:

- Writing to ARPANSA — this is called a submission
- Attending a public meeting, if one has been organised for a particular consultation.

What is a submission?

ARPANSA develops Australian-specific codes, standards and guides. From time to time, we invite submissions on draft documents before publication.

ARPANSA also represents Australia on international committees tasked with developing standards and safety guides. These publications are in line with international best practice. We coordinate the collation of Australia's comments and provide feedback on behalf of Australia.

As part of a public consultation on documents, we ask for written submissions commenting on draft codes, draft standards, draft guides or regulatory guidance. The relevant documents for each public consultation are found on the [Have your Say](#) section of the ARPANSA website.

Who should I talk to if I have a question about lodging a submission?

You can contact ARPANSA through our [Contact us webform](#), email info@arpansa.gov.au or call 1800 022 333.

Writing a submission on a draft document

Submissions should:

- use the submission template provided. If the template provided is not used your submission may not be considered.
- clearly address the text of the draft document itself and do not focus on unrelated issues
- outline what the key issues are and make suggestions for issues can be addressed, we look to submissions for ideas to improve the draft documents
- propose alternate text to improve the draft document
- be concise, relevant, clear and highlight your own perspective
- only include comments you would be happy to see published on the internet.

Submissions that include complex argument, personal details or criticise someone may take longer to process and consider.

Submission checklist

Before you send us your submission on a document, check:

- Have you used the template provided on the consultation page?
- Have you commented on the content of the draft publication?
- Have you provided your contact details with the submission?
- Have you made sure that your personal contact details are not in the main part of the submission?
- If you would like your submission to be published anonymously on the internet, have you made this clear in your submission?

Delivering your submission

As many public consultations attract high levels of interest, we prefer to accept submissions via the online webform available on each consultation webpage. Our website is secure and is suitable for uploading submissions.

If you upload your submission through our website, you will receive an email straight away that lets you know that we have received your submission.

You can submit by email, but please be aware that this is not an automated process and it may take longer for you to receive an acknowledgement that your submission has been received, and for us to publish your submission on our website. You can email your submission to the email address nominated on the consultation webpage.

What happens to my submission?

Your submission is not automatically accepted and published.

Your submission will be given to the ARPANSA staff members working on the draft document to consider. ARPANSA staff will decide whether to accept your submission and whether to publish it.

Depending on workload, ARPANSA may take several weeks to consider and process your submission.

You should read the consultation webpage and the drafted consultation documents and structure your submission around these. ARPANSA may decide not to accept your submission if it does not address the consultation documents directly.

If your submission is accepted it may be published on the internet with your name.

If accepted, most submissions are published on ARPANSA's website with the name of the submitter.

You may indicate if you'd like your submission to be published anonymously. Remove any identifying information of contact details from the documents of your submission if you'd like your submission to be published anonymously.

If your submission is published, the information in it, including your name can be searched for on the internet. Your contact details will not be published on the website.

You cannot withdraw your submission once the ARPANSA has published it.

If you want to add to your previous submission you can send a supplementary submission.

We may refer to your submission in our responses to submissions. Our responses are published on the consultation webpage and can be searched for on the internet.