How to make a submission on a water allocation plan during the public comment period

The Department of Water works with stakeholders to develop water allocation plans. Once plans are developed, we invite formal input on our proposed approach to water allocation over a three-month public comment period. Making a submission on the plan for public comment is an important opportunity to have your say. The tips below will help you to make your comments as effective as possible.

Who can make a submission?
Any individual or organisation can make a submission, during the public comment period.

Do I need to make a submission?
The information you provide to us in a submission is important as it helps us improve the plan. The information you provide may help us refine our decisions or offer a better alternative to the local rules we have proposed.

What can I put in my submission?
This is your opportunity to comment on any aspect of the water allocation plan document. Please be specific about which section or element of the plan you are commenting on and any alternatives or improvements to the plan.

What format can my submission be in?
You are welcome to make your submission in the format that works best for you. There is no set format for a submission and you could decide to send a letter, a short document or a list of dot points. Submissions may be written or printed as a hard copy, or you may send your submission via email. If typing facilities are not available, we also accept handwritten submissions, but they must be legible and suitable for photocopying. If you like, we can also make arrangements to receive verbal submissions.

What contact details do I include?
We recommend that a return address for correspondence and a contact telephone number is provided with your submission. That way, we can get in touch with you if we need to. If you send your submission by email, also include the name, postal address and phone number of the person or organisation making the submission.

How will I know how you have responded to my submission?
We review and consider all of the comments we receive to help finalise a plan. We explain how suggestions have been used in a statement of response. The response will be released with the final plan.

Is my submission confidential?
We do not publish individual submissions. Each comment we receive is grouped for the statement of response and we do not attach names to individual comments. Unless you request that your submission is treated confidentially, we will include your name (or the business or organisation name) in the list of respondents. In some cases, we may quote directly from your comments in our statement of response. Please state clearly if you do not wish us to do so.