

2026 Basin Plan Review Submission Guidelines

Overview

The Basin Plan Review submission guidelines explain the purpose of submissions, how to lodge a submission and publication of submission. It also contains a copy of the Privacy collection notice.

If you have any questions about making a submission on the Basin Plan Review, you can use the Contact us form at mdba.gov.au/enquiry or call 1800 230 067 (Monday to Friday, 8.30 am to 5.00 pm AEST).

Purpose of submissions

The MDBA is required to invite and consider submissions from members of the public and the Basin States on the Basin Plan Review under section 51 of the Water Act. Submissions and stakeholder input will inform the development of a ‘what we heard’ report and the 2026 Basin Plan Review report.

The ‘what we heard’ report will summarise the feedback received from submissions and engagement activities during the consultation period. The 2026 Basin Plan Review report will examine the results of the Basin Plan Review and include recommended changes to the Basin Plan. It will draw on input from the ‘what we heard’ report, submissions, and analysis from industry experts.

The MDBA is committed to ensuring transparency and inclusivity in gathering input from individuals, organisations, and communities across the Basin.

When can you make a submission

Submissions on the Basin Plan Review can be made by an individual or on behalf of an organisation during the 12-week public consultation period. Submissions will be accepted from Thursday 5 February 2026 until 5.00 pm AEST Friday 1 May 2026. Late submissions will not be accepted.

Submission requirements

To make a submission on the Basin Plan Review, you will need to consider and agree to the following:

- Privacy collection notice;
- Terms and conditions (relating to intellectual property rights, ICIP rights, use of Artificial Intelligence (AI) by the MDBA and the confidentiality of your submissions); and
- if your submission contains Indigenous Cultural and Intellectual Property (ICIP), an ICIP Consent Agreement.

How to make a submission

You can make a submission as an individual or as an organisation. Your submission can be in response to the Basin Plan Review generally, and/or in response to the Discussion Paper's feedback questions. Supporting documents or evidence can be included as part of your submission.

To prepare your submission, we encourage you to read the Discussion Paper (available at mdba.gov.au/publications-and-data/publications/2026-basin-plan-review-discussion-paper) and these Guidelines, then make your submission following the steps outlined below.

Online (preferred)

1. Go to getinvolved.mdba.gov.au/2026basinplanreview.
2. Complete the online submission form.
3. Your response can be free text or uploaded as a pre-prepared submission.
4. Attach any supporting evidence (preferred file formats are PDF, Word, Excel, Powerpoint, TXT, MP3, MP4, MOV, WAV, CSV, JPEG or PNG). Ensure any attachments are less than 100MB.

Email or post

1. Download or print the submission template from getinvolved.mdba.gov.au/2026basinplanreview.
Note: there are 2 submission templates – one for submissions containing ICIP material and one for all other submissions.
2. Complete the submission template, **making sure you complete all mandatory fields**.
3. Your response can be text in the template or attached as a pre-prepared submission.
4. Attach any supporting evidence to your submission. If sending via email the preferred file formats are PDF, Word, Excel, Powerpoint, TXT, MP3, MP4, MOV, WAV, CSV, JPEG or PNG and attachments must be less than 20MB in total.
5. **Email** your completed submission template and any attachments to BPRSubmissions@mdba.gov.au, with 'BPR Submission' in the subject line.
6. **Post** your completed submission template and any attachments to:

*Basin Plan Review Submissions
Murray–Darling Basin Authority
GPO Box 1801
Canberra City ACT 2601*

What happens to my submission

If you make a submission online you will be given a submission reference number and sent a receipt to your nominated email address which will include the reference number. If you do not provide a valid email address you will not receive a receipt, so we recommend you record your reference number.

Email and postal submissions will be uploaded into Converlens. If you have provided a valid email address, a receipt will be sent to your nominated email address and will include your reference number. You may wish to keep a copy of your submission in case we cannot contact you.

Any sensitive material, including submissions with ICIP, will be reviewed and handled appropriately. Submissions containing ICIP will be handled as per the MDBA ICIP Policy, available at mdba.gov.au/about-us/who-we-work/partnerships-and-engagement/working-first-nations.

Storage

All submissions collected, regardless of channel or format, will be securely stored by the MDBA. Personal information may be stored in paper and electronic form, including cloud storage, consistent with the privacy collection notice and the Converlens privacy policy.

Storage of personal information (and the disposal of information when no longer required for business purposes) is managed according to the Australian Government's records management requirements including the [Archives Act 1983 \(Cth\)](#), [General Records Authorities](#) and [Agency-specific records authorities](#).

Publication of submissions

Under the Water Act, the MDBA is required to publish all submissions received unless you specifically request that your submission (or a particular part of your submission) is treated confidentially. Submissions will be published on the MDBA's website. The MDBA reserves the right to redact submissions that contain material , the publication of which could be contrary to law.

You have 4 choices in relation to publishing of your submission:

- **Public** – you can choose a published name (including pseudonym) that will appear with your submission on our website.
- **Public and anonymous** – if you prefer your submission published without a published name, it will be published using the name Anonymous.
- **Partly confidential and published with redactions** – you can specify which part/s of your submission is confidential. The confidential part/s will be redacted before the submission is published.
- **Confidential and not published** – if you tell us that your submission is wholly confidential, your submission will not be published.

Withdrawing your submission

You can contact the MDBA at any time to withdraw your submission by emailing BPRsubmissions@mdba.gov.au. If your submission has already been published the MDBA will act promptly to remove the submission from the website. The MDBA has no control over any copies that are made of your submission, and may not be able to retract, amend or remove all references to your submission.

Privacy collection notice

The MDBA respects your right to privacy and confidentiality, and complies with the Australian Privacy Principles in the Privacy Act.

The Privacy Act regulates how:

- we collect, use, disclose and store personal information including sensitive information; and

- you can access and correct records containing your personal information.

Your personal information

The MDBA is collecting your personal information to deliver the review of the Basin Plan (**Basin Plan Review**) as required under section 50 of the Water Act and the associated public consultation process required under section 51 of the Water Act. The MDBA will collect your personal information including through third parties contracted to support the Basin Plan Review.

Your personal information is collected by the MDBA when you make your submission. We may also collect your personal information from a third party if the circumstances make it unreasonable or impracticable to collect the information directly from you.

Any third party contracted to support the Basin Plan Review is contractually obligated to act in a manner consistent with the Privacy Act.

Including third party personal information in your submission

If you intend to include personal information of a person/s other than yourself in a submission, you should make sure the person is aware of this and has agreed to the inclusion of their information.

Why is your personal information being collected?

Basin Plan Review

Your personal information (including sensitive personal information) is being collected for the purpose of the Basin Plan Review, through this public consultation and submission process. Collection of your personal information (including sensitive personal information) for the purposes of the Basin Plan Review is authorised under section 51 of the Water Act.

Other reviews in connection with the Murray–Darling Basin

Your personal information (including sensitive personal information) is also being collected for the purposes of:

- supporting the Water Act Review, including consideration of the management of Basin water resources. A review of the Water Act is required to be conducted under section 253 of the Water Act;
- the Menindee Review, initiated by the Basin Officials Committee. This is a review of the operation and management of the Menindee Lakes system, which is managed by the MDBA on behalf of the Australian Government, the New South Wales, Victorian and South Australian governments; and
- other reviews, studies or projects the MDBA (including in conjunction with other Basin governments) carries out in performance of its functions, powers, or obligations,

which are referred to in this notice and the terms and conditions below, as the **Other Reviews**.

How will your personal information be used and disclosed?

Basin Plan Review

Personal information which is collected will be used to inform the MDBA of your views on the Basin Plan Review. We may contact you to clarify parts of your submission. Your submission will be recorded, reviewed, grouped into themes, and used in the preparation of summaries and reports. Thematic grouping and the preparation of summaries may use generative Artificial Intelligence in a closed system.

Cloud-based technology provided by Converlens Pty Ltd (**Converlens**) is used to collect and host your submission. The recording and processing will involve disclosure to third parties contracted by the MDBA to support delivery of the Basin Plan Review, including Converlens.

Converlens collects personal information in compliance with the Privacy Act and stores data securely in Australia. Find out more about how Converlens manages consultation data in their Privacy Policy at converlens.com/legal/privacy-policy/.

Any personal information included in a submission about you, and/ or persons other than you, will be published on mdba.gov.au, as required under section 51 of the Water Act, unless you make a request to treat your submission, or part of your submission, as confidential. You can choose to have your submission published anonymously or under a pseudonym. We may redact parts of published submissions, in certain circumstances.

Other Reviews

Your personal information may be disclosed to, and used by, the MDBA and Basin governments for the purposes of the Other Reviews described above. This includes the Australian Government Department of Climate Change, Energy, the Environment and Water for purposes of the Water Act Review. Where we disclose this information to other Basin governments, we expect those governments to notify you about their collection, use and disclosure of your information for the purposes of the Other Reviews as required under the Privacy Act.

Your personal information may also be disclosed where you have agreed or where it is otherwise permitted, including where it is required or authorised by or under an Australian law, court, or tribunal order.

What would happen if your personal information was not collected?

Submitting your views on the Basin Plan Review is voluntary. You can choose not to provide your personal information, but the MDBA cannot accept your submission online and will not be able to contact you to discuss or clarify your submission if submitted by other channels.

In circumstances where you are unable to deal with us anonymously, or through the use of a pseudonym, we will ask you to identify yourself to enable us to carry out our functions and activities.

Overseas disclosure of your personal information

The MDBA uses servers located in Australia, but because submissions are published on our website, they are accessible online including to overseas recipients. The provider, Converlens, may disclose personal information to overseas recipients and we recommend you read the relevant privacy policies accessible via the link below.

Access to and correction of your personal information

The MDBA's Privacy Policy (mdba.gov.au/privacy) and Converlens' Privacy Policy (converlens.com/legal/privacy-policy/) have information about how you can access and correct your personal information.

Complaints

The MDBA and Converlens privacy policies provide information about making a complaint about a breach of the Australian Privacy Principles and how complaints are dealt with.

Contact us

A copy of the MDBA Privacy Policy can be found at mdba.gov.au/privacy or you can request a copy via email to privacy@mdba.gov.au or call the MDBA Privacy Officer on (02) 6279 0100.