

# Submission and publication guidelines

## Introduction

The Queensland Redistribution Commission (the Commission) is undertaking a redistribution of the State's electoral districts in accordance with the *Electoral Act 1992*.

As part of this process, the Commission is inviting submissions from all interested persons and bodies about the State redistribution at different stages of the process.

The [consultation process page](#) of the Commission's website outlines the stages of public consultation, the timeframes for making a submission, and the types of submissions that are invited at each stage.

The Commission recommends that all persons or bodies planning to make a submission during any stage of the public consultation process read the information released by the Commission which outlines the key issues to be considered during this redistribution. These guidelines also provide important information for all submitters about the process of consultation and how submissions will be managed.

## Key legislative considerations

The *Electoral Act* requires that, as far as is possible, the number of electors across Queensland should be evenly distributed in each electoral district (also known as an electorate). To achieve this, the enrolment in each electorate should not vary from the average State enrolment by more than 10 per cent (the quota) at the time of the redistribution. The Commission must adhere to this requirement in making its final determination.

For more information about the quota, please refer to the Commission's [website](#).

The Commission must also consider and weigh the following other factors that impact electorates and their surrounding communities:

- economic, social, regional or other community of interest factors
- ways of communication and travel within electoral districts
- the physical features of each proposed electoral district
- boundaries of existing electoral districts
- demographic trends in the State, with a view to ensuring electoral districts remain within quota.

### Content of submissions

Making a submission provides an opportunity for individuals and organisations to contribute to the redistribution process and assist the Commission in its deliberations. Submissions may relate to the location of the boundaries and/or the names of one or more electoral districts.

Submissions that will best assist the Commission should:

- indicate whether the submission is about the boundaries or the name of the electoral district, or both
- clearly identify the electoral district/s to which the submission or part of the submission relates
- clearly describe the proposed change or changes
- provide relevant evidence, opinions or arguments to support the submission, such as maps and/or enrolment data, and
- address some or all of the matters the Commission is required to consider under the *Electoral Act*, as outlined above.

Enrolment data can be downloaded from the Commission's [enrolment statistics page](#). In addition, an interactive map of the proposed and current electoral boundaries, including current and projected enrolment data, is available on the Commission's website and online consultation portal. Further information about electoral boundaries can also be viewed on the ECQ [website](#), or via [Queensland Globe](#).

In recommending or responding to proposed electoral boundary changes, it is important for submissions to consider that the final redistribution must include a balanced number of electors in all electorates, with a maximum tolerance of 10 per cent above or below the average.

It is also important to note that the number of State electoral districts, currently 93, is set by the Queensland Parliament under legislation and cannot be changed by the Commission.

### Format and lodgement of submissions

The *Electoral Act* requires that submissions be made in writing.

The content of submissions must be relevant to the purpose of the stage of consultation currently in progress, that is, it must relate to the current or proposed electoral boundaries, electoral district names, or the content of other submissions.

The best way to lodge a submission is using the online form, available via the Commission's website during consultation periods. The online form allows users to type their submission directly into the 'feedback' field, or upload documents and other files.

The online submission form has a total of two pages. Users can switch between the submission form and an interactive map showing the proposed and current electoral boundaries and other information by clicking on 'FORM' or 'MAP' at the top of the form. Progress on the form is not lost by viewing the map. Instructions for using the online submission form and interactive map are in **Appendix A**.

The Commission encourages submissions to include maps where possible and appropriate. Where spatial data files are provided with the submission, please also attach PDF or image versions of maps where possible, as the Commission will be required to publish these with submissions. Where submissions include spatial data files, these will also be published on the Commission's website with the submissions from the relevant consultation period. The file types that can be accepted through the online form are listed at **Appendix B**.

It is not possible to accept submissions in the form of a link or URL address. The Commission also cannot accept submissions via telephone due to the requirement for submissions to be made in writing.

The acceptance of late submissions will be at the discretion of the Commission.

More information about how to make a submission, including alternate ways to lodge, will be available on the Commission's website for each stage of consultation.

### Publication of submissions

The *Electoral Act 1992* requires submissions properly lodged within the relevant deadline be made available for public viewing as soon as practicable after the relevant submission period has closed.

Therefore, submitters should be aware that submissions received during public consultation will be published on the Commission's website. However, all submissions received by the Commission will be reviewed prior to publication to remove any material that is defamatory, sub judice, abusive or unrelated to the purpose of the consultation.

For submissions made by private citizens, the name of the submitter will be disclosed at the time of publication. As far as possible, other personal information contained in submissions including signature, email, postal address and other contact details will be redacted before the submission is published online.

In the interest of transparency, where submissions are made by an organisation, an individual in their professional capacity, or interested public figures including Members of Parliament and local government councillors, personal information will not be redacted and the office held by the submitter will be disclosed where applicable. Final decisions about the redaction of personal information will be made by the Commission.

Any personal information collected by the Queensland Redistribution Commission will be managed in accordance with the *Information Privacy Act 2009*.

# Appendix A

## How to use the online submission form

**FORM** MAP

Under the *Electoral Act 1992*, all submissions made to the Commission must be made publicly available. By making a submission, you acknowledge the publication requirements and consent for your submission to be published on the Commission's website after the completion of consultation. For more information about the consultation process and how your submission and personal information will be managed, please see the Commission's [Submission and publication guidelines](#).

\*Proceed with submission

Next

Before making a submission, please read the notice regarding publication of submissions and click 'proceed with submission' to continue making your submission.

**1 FORM** MAP

Page 1 of 2

> **Contact Details 2**

*Required fields are marked with an asterisk \**

\* First Name

\* Last Name

Contact details are required if the Commission needs to contact you regarding your submission

\* Email  
email@domain.com

\* Residential or business address  
Enter address to search

\* Street

\* City

\* State/Province

\* Zip/Postal Code

\* Country

\* Are you submitting on behalf of an organisation?  
--None--

I'm not a robot

reCAPTCHA  
Privacy Terms

**3**

**3** Continue

1. To make a submission, navigate to the online submission form by selecting the tab labelled 'Form' located in the top middle of the page.
2. Provide the required contact details.
3. Once all required fields and the reCAPTCHA has been completed on page one, click the 'Continue' button to proceed to page two of the form.

FORM    MAP
Page 2 of 2

> **Submission Details**

*Required fields are marked with an asterisk \**

*Does your submission relate to electorate boundaries, electorate names or both?*

\* Submission Topic

**4**

*Select the electoral district or districts to which your submission relates, hold CTRL to select multiple electoral districts*

**5** \* Electoral Districts

All

Algester

Aspley

Bancroft

Barron River

\* Submission (or summary of attached documents)

**6**

For submissions larger than 20mb please contact us on 1300 881 665. File types accepted: .doc .docx .pdf .png .jpg .gif .tiff .zip .txt .csv .xls .xlsx .ppt .pptx .geojson compressed MapInfo TAB, compressed Esri shapefile, and KML.

*Select all files to include in your submission, hold CTRL to select multiple files to be uploaded together.*

Upload Attachments

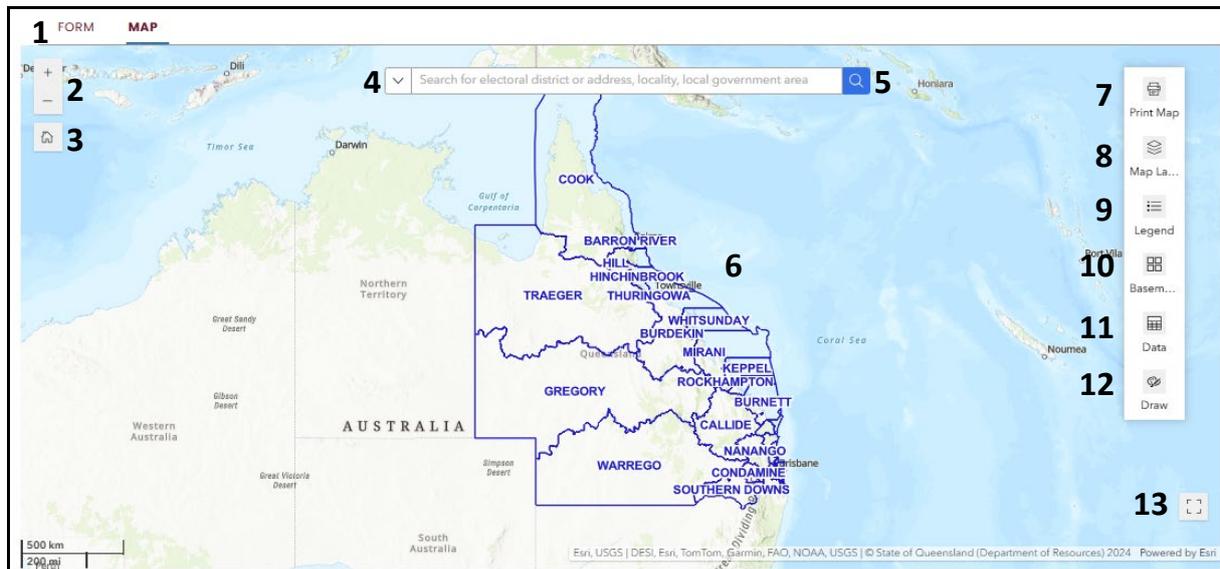
**6**  Or drop files

**7**

4. Select whether your submission relates to electorate boundaries, electorate names or both.
5. Select the electoral district or districts to which your submission relates. Multiple electoral districts can be selected by holding down the Ctrl key (or Cmd key on a Mac) and selecting the required options.
6. Type your submission into the free text box labelled 'Submission'. The text box supports up to 10,000 characters. You may also upload a supported file type by clicking the 'Upload Files' button or by dragging a file to this button. Up to ten files can be uploaded, with a maximum size of 20mb per file. If your file size is larger than this, please contact us on 1300 881 665.
7. Click 'Submit' to proceed with your submission. A confirmation message will be displayed upon successful receipt of your submission.

## How to use the interactive map

### General overview



#### 1. Access the map

Open the interactive map by selecting the 'Map' tab. Switching between the submission form and the map will not result in any data being lost on the form.

#### 2. Zoom controls

Use the zoom tools to zoom in and out of the map.

#### 3. Reset view

Click to return to the map's default view.

#### 4. Search options

Use the search bar to find locations or electoral districts. You can search by:

- All (all available search options)
- Proposed electoral districts
- Current electoral districts
- Address
- Statistical area level 1 (SA1)
- Localities
- Local government areas

#### 5. Search function

Enter a search term to locate a specific address, electoral district, or other location. The field will automatically display matching search terms as you type. Select the desired search result to zoom to that location.

#### 6. Explore the map

Left-click and drag to pan around the map. Click on any visible map feature to view information related to the feature in a pop-up window. Use the controls at the bottom of the pop-up to show information about other visible layers at the same location.

### 7. Print the map

Print the current view of the map in either A4 or A3 landscape. The Queensland Redistribution Commission text with a spinning progress bar will be displayed. It may take time to prepare the map to be printed. Once the spinning progress bar has completed and turned into a static notepad icon, click the text. The current view of the map will open in a new screen in PDF format, ready to print.

### 8. Map layers

Toggle map layers on or off to customise what is displayed. The following layers are available to show or hide:

- Proposed electoral districts
- Current electoral districts
- Statistical area level 1 (SA1)
- Local government areas
- Localities

More information on how to use map layers is available in the map layers section below.

### 9. Legend toggle

Switch map legend on or off. The map legend is dynamic and will display line styles used for layers that are currently visible on the map.

### 10. Basemap options

Switch between topographic and hybrid basemap.

### 11. View data table

Clicking the 'Data' tab displays enrolment and other data for all proposed and current electoral districts, statistical area level 1 (SA1), local government areas and localities. This data is displayed in tabular form. More information on how to use the data table is available in the data tab section below.

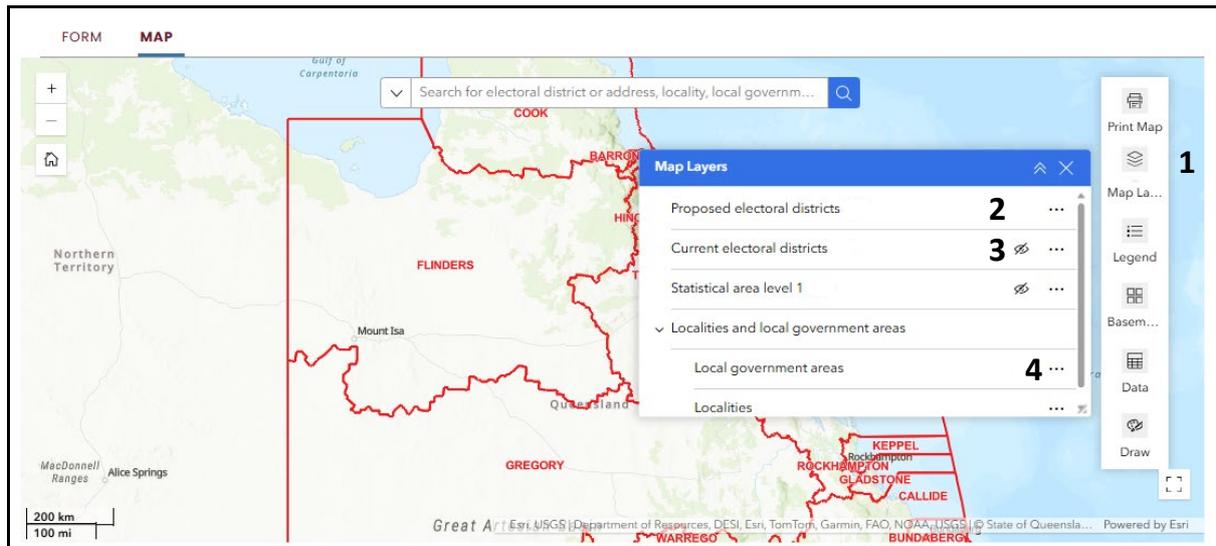
### 12. Draw tool

Access the draw tool. More information on how to use the draw tool is available in the drawing tool section below.

### 13. Full screen mode

Enter and exit full screen mode. Note that the map is best viewed when in full screen mode.

## Map layers



### 1. Map layers

Click the map layers icon to open the list of available layers. You can configure one or more map layers using the layer list.

### 2. Display map layers

A layer name without an 'eye' symbol to the right of the name indicates that the layer is visible on the map (hovering the pointer over the layer name displays an 'open eye' symbol).

### 3. Hide map layers

Click on the name of a visible layer to hide the layer. When the layer is hidden a 'crossed off eye' symbol appears to the right of the layer name. Clicking on the name of a hidden layer displays the layer.

Note that when a layer is displayed with its name 'greyed out' this means that the layer cannot be displayed at the current map scale or zoom level. Zoom in to the map to display unavailable layers.

### 4. Map labels

Click the 'three dots' icon to the right of the layer name to toggle label layers on or off.

## Data tab

The screenshot shows the 'Data' tab interface. At the top, there is a search bar with the text 'Search for electoral district or address, locality, local government area'. Below the search bar is a map of Queensland. Overlaid on the map is a data table with the following columns: Electoral district, Area (sqkm), Additional large distri..., Enrolment, Weighted enrolment, and Percentage variation. The table lists 12 electoral districts. A dropdown menu is open over the table, showing 'Selected (1)' and 'All data (93)' options. The sidebar on the right contains map controls: Print Map, Map La..., Legend, Basem..., Data, and Draw. The 'Data' option is highlighted with a mouse cursor. The table data is as follows:

Electoral district	Area (sqkm)	Additional large distri...	Enrolment	Weighted enrolment	Percentage variation
ALGESTER	77	0	42,778	42,778	6.44
ANNERLEY	36	0	40,871	40,871	1.70
ASHGROVE	84	0	42,543	42,543	5.86
ASPLEY	35	0	40,989	40,989	1.99
BARRON RIVER	231	0	42,410	42,410	5.53
BEAUDESERT	4,354	0	40,495	40,495	0.76
BEENLEIGH	92	0	40,526	40,526	0.84
BRISBANE CENTRAL	11	0	38,517	38,517	-4.16
BROADWATER	134	0	38,994	38,994	-2.97
BUDERIM	51	0	38,022	38,022	-5.39

### 1. Default display

The data tab initially displays information for proposed electoral districts. To view other datasets, click on the relevant tab (e.g. *Current electoral districts*, *Statistical area level 1*, *Local government areas* and *Localities*).

### 2. Show selection

From the data list, you can select individual rows. Selected rows will be highlighted in the data table and on the map. Click 'Show selection' to filter the list so that only the selected rows are displayed. Click 'Show selection' again to return to the full data list, with previously selected rows still highlighted.

### 3. Clear selection

Click 'Clear selection' to clear all rows that have been selected.

### 4. Refresh data

Click the 'Refresh' icon to refresh the data currently displayed.

### 5. Show/hide columns

Click the 'Show/hide columns' icon to show or hide specific columns from the data.

### 6. Export options

Click the 'Actions' icon to open the export options. Data can only be exported for the proposed and current electoral districts and statistical area level 1. All or selected data can be exported. Data can be exported to CSV and GeoJSON format.

### 7. Collapse the data tab

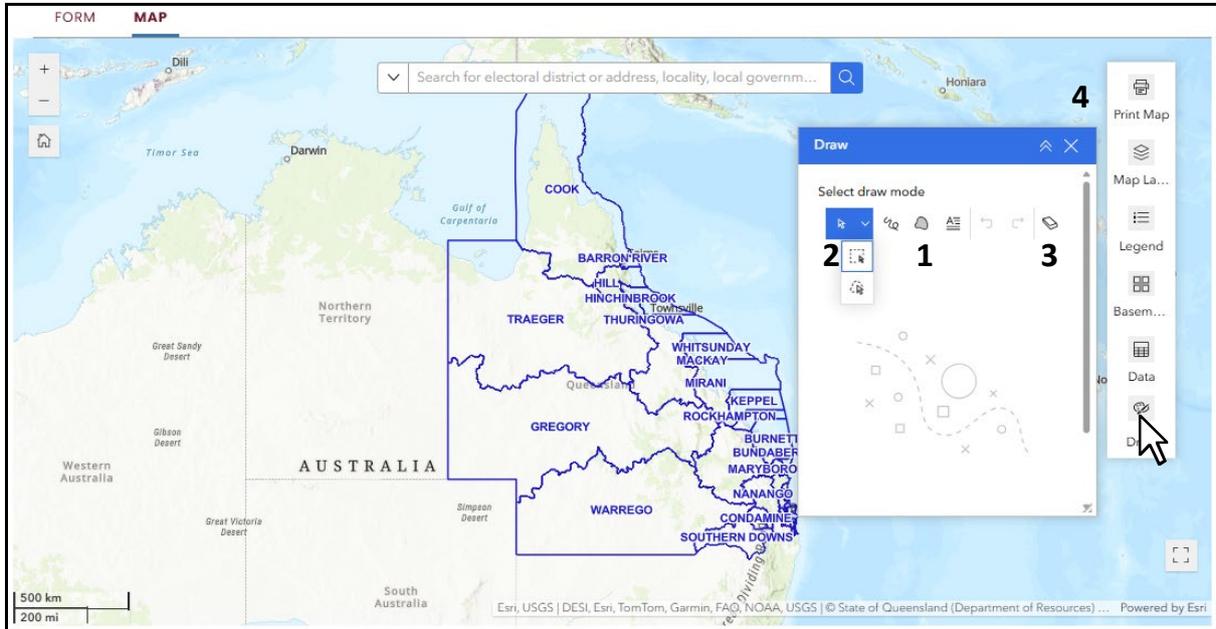
Click the 'Collapse' arrow to minimise the data table without closing it.

### 8. Close the data tab

Click the 'X' icon to close the data tab completely.

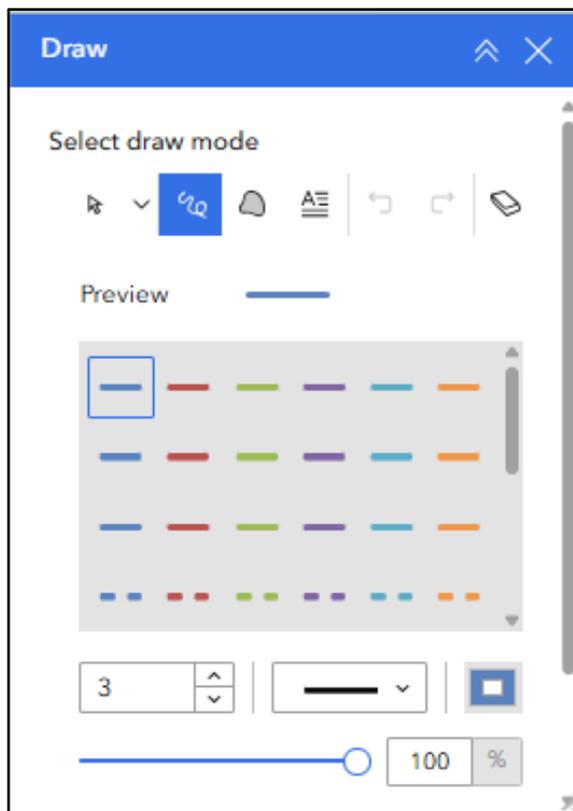
## Drawing tool

The drawing tool can be accessed by clicking on the 'Draw' tab shown with the arrow in the image below. Please note that drawings added to the map are not automatically saved. If you wish to include a map with drawings as part of your submission, please follow the instructions below about how to save your drawing. Entering and exiting full screen mode will delete any drawings currently on the map.



### 1. Drawing tools

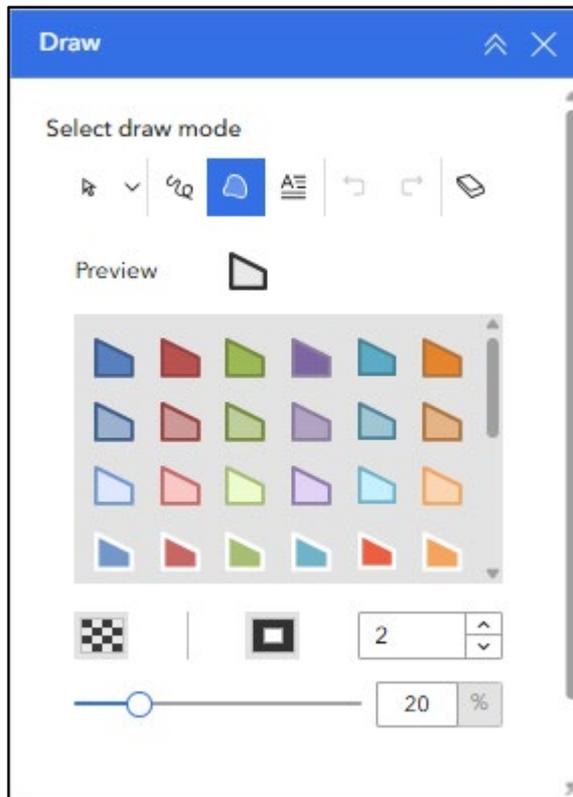
The tools available to use for drawing features on the map include the following:



#### Draw a polyline (freehand)

Use this tool to freehand draw lines on the map. A variety of line colours, styles and sizes are available to select. Select the desired colour, style etc prior to commencing drawing.

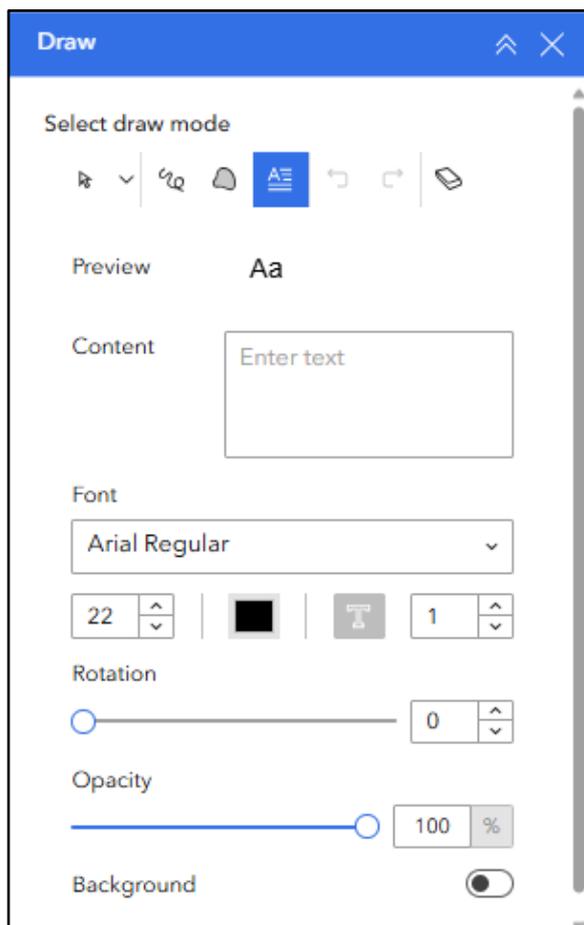
The opacity of the line can be adjusted by sliding the slider to the desired percentage.



### Draw a polygon (freehand)

Use this tool to freehand draw polygon shapes on the map. A variety of polygon colours, styles and sizes are available to select.

The opacity of the polygon can be adjusted by sliding the slider to the desired percentage.



### Draw text

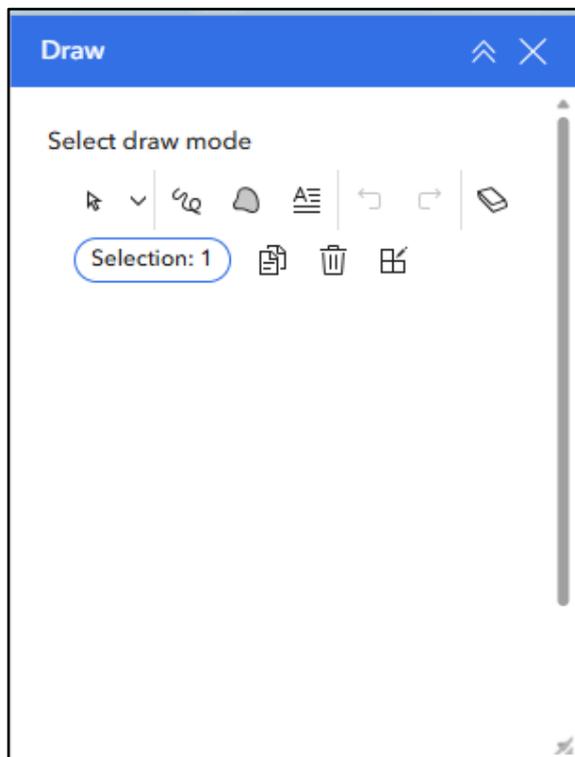
Use this tool to insert text anywhere on the map. A variety of text fonts, colours and sizes are available to select. Text can also be rotated by sliding the rotation slider to the desired degrees.

The opacity of the text can be adjusted by sliding the opacity slider to the desired percentage.

A background shape can be added to the text by toggling on the background setting. Once on, the background and outline colour can be set. Additionally, the opacity of the background and outline can be adjusted by sliding the opacity slider respective to each feature, to the desired percentage.

### 2. Select features

Use the select features options to select and edit drawing features.



Drawings on the map can be selected by using the 'Select feature', 'Select by rectangle' or 'Select by lasso' tools to capture one or multiple drawing features are also accessible in the drop-down menu alongside the arrow. The 'Select by lasso' tool can be used by click and drag to draw a selection outline and then double clicking the mouse to confirm the selected features.

Selected drawing features can be duplicated, deleted or edited by clicking the respective icons located to the right next to the selection box.

Selected drawing features can also be moved, resized and rotated within the map.

### 3. Erase

Click the 'Clear all' button to remove all drawing features on the map. Note that this action cannot be undone once clicked.

### 4. Save your drawing

Drawings are not automatically saved. If you wish to save your drawing, please follow these steps:

- a) Complete your drawing
- b) Within the interactive map screen, click 'Print Map' located at the top of the toolbar on the right of your screen.
- c) Select A4 or A3 landscape.
- d) Click 'Print'. The Queensland Redistribution Commission text with a spinning progress bar will be displayed. It may take time to prepare your saved file. Once the spinning progress bar has completed and turned into a static notepad icon, click the text.
- e) The map with the drawings will open in PDF format.
- f) You may then save this by right clicking anywhere on the image and selecting 'Save as'.
- g) You may wish to include the saved PDF as part of your submission to the Queensland Redistribution Commission.

## Appendix B

### Accepted file types

Up to ten files can be uploaded, with a maximum size of 20mb per file. Please contact the Commission Secretariat on 1300 881 665 if your files are larger than this. You can include files in the following file formats with your submission:

.doc

.docx

.pdf

.png

.jpg

.gif

.tiff

.zip

.txt

.csv

.xls

.xlsx

.ppt

.pptx

.geojson

Compressed (.zip) MapInfo TAB

Compressed (.zip) Esri shapefile

KML/KMZ