

Processing and analysis of Central West submissions well underway

Preliminary processing of 90 per cent of the approximately 2,700 written submissions received by VEAC has been completed, and analysis is well underway.

A team of five staff members is undertaking submissions processing and analysis.

When submissions are received, they are assigned a unique identification number, individually scanned, and names and contact details recorded in VEAC's purpose-built Microsoft Access contacts database. An acknowledgement is then sent to the submitter (where an email or postal address has been provided). All submissions are expected to be registered and acknowledged by mid January 2019. Scanned copies of submissions then undergo a second stage of processing before the submissions are published on VEAC's website, when personal contact details are removed. Material that VEAC considers to be potentially defamatory, offensive, or could impact on the privacy of individuals - including third parties - may also be redacted.

All submissions are then read and analysed by VEAC staff and entered into VEAC's purpose-built Microsoft Access submissions database linked to the contacts database. Each submission is analysed according to a framework consisting of geographic areas, themes including activities and values, and the main comments or proposals made in submissions. The submissions database can be queried in a range of ways to provide information to the Council as it develops its final recommendations.

Pro forma submissions are treated in the same way as other submissions and are all individually recorded and analysed.

11 January 2019