How to make a submission to a Senate inquiry

Easy English  2015
What is a Senate inquiry?

The Senate is a group of politicians from the Australian Parliament.

Sometimes, these politicians talk to people about problems in the community.

This is called an inquiry.

What to tell us

Each inquiry has a guide to what it is about.

It is called the terms of reference.

Read the terms of reference so that you know what to write about.
When you write to us, this is called a **submission**.

Put your
- name
- address
- phone number
on your submission.

**How to tell us**

There are 4 ways you can tell us what you think.

1. **Use our website**

You can visit our website at


Click on Committees.
Click on current Senate Inquiries.
Click on the inquiry you want to write about.
You need to type your ideas.
For help with the website, phone us on 02 6277 3515

2. Send an email

You can send us your ideas by email to Community.affairs.sen@aph.gov.au

3. Write a letter

You can write a letter to us.

Make sure you

- type your letter
  
  or

- write neatly

- use white paper

- write the name of the inquiry

- sign your name.
Please send your letter to
Committee Secretary
Community Affairs Committee
PO Box 6100
Parliament House
Canberra ACT 2600

4. Phone
02 6277 3515
The TTY number is 02 6277 7799.

About your ideas
We
• will read your ideas
• might put your ideas on our website
• might also put your ideas in a document, such as a report. When we do this, other people will be able to read your ideas.

If you do not want other people to read your ideas, write the word confidential in big letters at the top of the page.
Rules you need to know

If you write to us

- about another person

and

- you write something bad about them

we will

- tell that person what you wrote about

and

- ask them what they think.

If you need to tell us about someone

and

you are worried about what they will do

you can ask us to keep it confidential.
Protecting you

There are rules to protect people who write to an inquiry. It is called **Parliamentary Privilege**.

It is against the law for anyone to

- stop you from making a submission

Or

- do bad things to you because you told us what you think.

The Senate can reject submissions. This means your submission can **not** be used. This means your submission is **not** protected.
More information

Call the Committee Secretary

02 6277 3515

Fax 02 6277 5829

Email community.affairs.sen@aph.gov.au

People with a hearing or speech impairment

Call TTY 02 6277 7799
Scope’s Communication and Inclusion Resource Centre wrote the Easy English. April 2015  www.scopevic.org.au

To see the original contact The Department of the Senate.


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