

The diagram shows a form layout with the following elements from top to bottom:

- A grey rectangular header box.
- Four horizontal lines for text entry.
- A person icon followed by a horizontal line for a name.
- A house icon followed by a horizontal line for an address.
- Two horizontal lines for text entry.
- A signature line with a handwritten signature and an 'X' mark to the left.

How to make a submission to a Senate inquiry



Easy English 2015



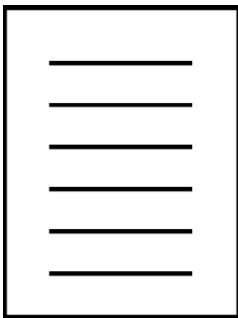
What is a Senate inquiry?



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

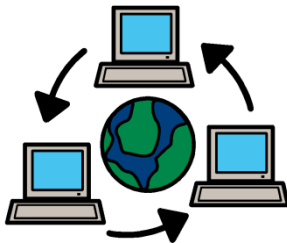
- name
- address
- phone number

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

www.aph.gov.au

Click on Committees.

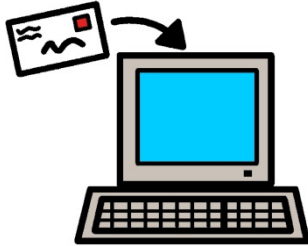
Click on current Senate Inquiries.

Click on the inquiry you want to write about.

You need to type your ideas.

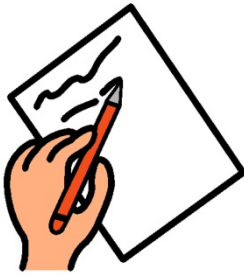


For help with the website, phone us on
02 6277 3555



2. Send an email

You can send us your ideas by email to
seniorclerk.committees.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.



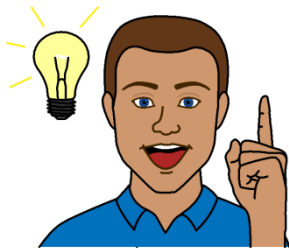
Please send your letter to
Senior Clerk of Committees
PO Box 6100
Parliament House
Canberra ACT 2600



4. Phone

02 6277 3555

The TTY number is 02 6277 7799.



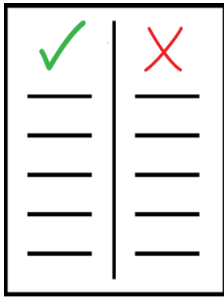
About your ideas

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

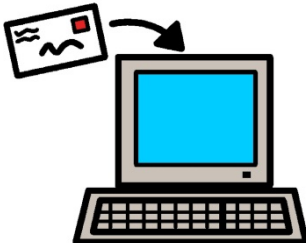


Call the Senior Clerk of Committees

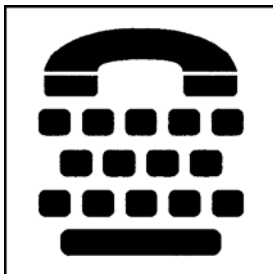
02 6277 3555



Fax 02 6277 3899



Email seniorclerk.committees.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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