# This is the text only version of the Easy English document.

# 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 0262773506.

## 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 black ink.

• use white paper.

• write the name of the inquiry.

• sign your name.

Please send your letter to Senior Clerk of Committees,

P,O, Box 6100.

Parliament House,

Canberra A,C,T 2600.

## 4. Phone.

0262773506.

The TTY number is 0262777799.

## 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.

You need to tell us if you do not want other people to read your ideas. Write the word, confidential, in big letters at the top of the page. We will know not to share your ideas with anyone else.

## 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 tell 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.

• do bad things to you after 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, 0262773506.

Fax, 0262773899.

Email, seniorclerk.committees.sen@aph.gov.au.

People with a hearing or speech impairment, Call T,T,Y, 0262777799.

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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