

TIPS FOR PREPARING A SUBMISSION



1. WHAT IS A SUBMISSION?

A submission is a statement about the knowledge, views and experiences of an individual or group regarding an issue that is being investigated: usually by a Federal or State government department or agency; the Federal or State Parliament; or a local council.

2. WHO CAN MAKE A SUBMISSION?

Anyone can make a submission. It is common for organisations such as Carers Victoria to make submissions, however individuals are also encouraged to make submissions. Hearing from lots of different people and organisations assists the investigating body to understand the issue from different perspectives.

3. HOW DO I MAKE A SUBMISSION?

- Submissions can be in the form of a handwritten or typed letter, or a more formal document.
- It is happening more that you will be required to fill in an electronic form.

The submissions need to be clear and easy to read, so it is a good idea to use double spacing and to number the pages if your submission is more than one page. Sometimes you can ask to give your submission via video, audiotape or over the phone if you would prefer to speak to someone instead of providing a written statement.

There does not appear to be legal requirements for the investigating body to accept non written submissions or submissions written in languages other than English. If you are unable to submit your response in written English, you may need to talk with your family, friends or community organisations (community organisations include those which assist people with disability, mental illness, cultural or language diversity) about what steps they can take to help you make a submission.

4. WHAT SHOULD I PUT IN A SUBMISSION?

Read the terms of reference (TOR) so you understand what the inquiry is investigating.

You don't have to respond to every item in the terms of reference. You may only want to respond to one or two items that are important to you. There may also be additional questions that the inquiry is seeking feedback on which you can respond to. You can tell the inquiry about your own experiences and make

suggestions about what could be improved, and how to improve it.

5. WHAT HAPPENS TO MY SUBMISSION?

Your submission will be read by the investigating organisation and used to assist with making suggestions and recommendations. The organisation will usually write a report about what they found out and what they think should change or happen next.

Most organisations will make the submissions they receive publicly available on their website for other people to read.

If you don't want your submission made public, you need to tell the organisation to keep it confidential.

6. HOW DO I FIND OUT WHEN AN INQUIRY IS ANNOUNCED AND THE REQUEST FOR SUBMISSIONS?

There are lots of ways to keep informed. You can subscribe and keep an eye out for announcements about submissions.

- Carers Victoria's monthly ebulletin 'Voice'
- Twitter
- Facebook

Announcements about submissions are usually made on the Victorian Parliament or Australian government websites, and you can subscribe to their online newsletters and announcements.

It is also helpful to read the newspaper and see if there are any articles or announcements about inquiries.

7. WHAT DO I DO AFTER I HAVE MADE A SUBMISSION?

- It is a good idea to provide your contact details to the inquiry so they can keep you informed about progress.
- If you are happy for your submission to be made public, then please consider sending a copy to Carers Victoria. This will help Carers Victoria understand your views about the issues being investigated.
- You can also send us a copy and ask us to keep it confidential.

SUBMISSION CHECKLIST

Have I checked the due date?

Have I decided how I would like to make my submission? If I would prefer to use video or audiotape have I called the organisation beforehand to confirm they will accept it?

Have I read the terms of reference (TOR) and commented on them?

Have I answered any questions that are asked?

Is my submission clear and easy to read? You could try reading your submission out loud to make sure it makes sense, or ask a friend or family member to read it for you.

Has my submission been proof-read by someone else?

If my submission is long (more than five pages), have I written a summary of the key points on the front page?

Have I numbered all the pages?

If I have included personal information, do I have the permission of the person I care for?

If I want my submission to remain confidential, have I removed all my personal information from the submission, and have I made it clear that the submission is to remain confidential?

Do I know how to send my submission to the organisation? It could be via an online form, by email or in the post.

Have I provided my contact details so I can be kept informed about the inquiry?

Did I receive an acknowledgement that my submission has been received?

If I am happy to make my submission public, have I provided a copy to Carers Victoria?

DOES CARERS VICTORIA MAKE SUBMISSIONS?

Carers Victoria keeps informed about upcoming inquiries and will prepare submissions.

The Carers Victoria submission will review research and information about the issue, as well as considering whether the issue has been raised during consultations with carers and what carers think about the issue.

Carers Victoria presents evidence about how carers are affected by the issue being investigated, and makes suggestions and recommendations to improve the situation for carers and the people they care for.

Once Carers Victoria has made a submission it is placed on the Carers Victoria website so everyone can access it.

This is general information only. Carers Victoria recommends you read the details of the inquiry carefully so you understand the submission process and related privacy and confidentiality provisions.

Carers Victoria is a not for profit organisation that works to improve the health, wellbeing, resilience and economic security of family carers. We are funded by a mixture of government and philanthropic grants and through the generosity of private donors.

Our vision: An Australia that values and supports all carers.

Our purpose: We work to ensure that caring is a shared responsibility of family, community and government. We want to support carers better; we want to make carers' lives better.

For more information

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