

Senate Inquiry into the impacts of Perimenopause and menopause

Notes:

Parliamentary committees usually ask for people's views and experiences when they inquire into different issues. If you want to have your say on an issue that a committee is looking into, you can share your experiences and ideas by writing to a committee – this is called making a submission.

The [terms of reference](#) for the inquiry are on the committee website and set out what the inquiry is about.

If you can't write a submission, you can convert your spoken words to written text using dictation features on your mobile phone, device or computer.

If you have any questions regarding making a submission contact the relevant committee secretariat or call the Parliament House TTY number 02 6277 7799.

Making a Submission

The best submissions:

- ▶ clearly address some or all of the terms of reference—you do not need to address each one.
- ▶ are relevant and highlight your own perspective.
- ▶ are concise, generally no longer than four to five pages and can be as little as one or two pages.
- ▶ begin with a short introduction about yourself or the organisation you represent.
- ▶ emphasise the key points so that they are clear.
- ▶ outline not only what the issues are but how problems can be addressed, as the committee looks to submissions for ideas to make recommendations.
- ▶ only include documents that directly relate to your key points.
- ▶ only include information you would be happy to see published on the internet.

- ▶ Submissions that include complex argument, personal details or criticise someone may take the committee longer to process and consider.
- ▶ To see what a submission looks like you can see some that have been published as a result of the recent “Universal access to reproductive healthcare” inquiry [here](#).

What happens to my Submission?

[The committee will decide whether to accept your submission.](#)

- ▶ Your submission will be given to the committee members to read. The committee will decide whether to accept your submission and whether to publish it.
- ▶ If accepted, most submissions are published on the committee's website with the name of the submitter.
- ▶ If your submission is published, the information in it, including your name can be searched for on the internet.
- ▶ Your submission is not automatically accepted and published. Due to high workload, the committee may take several weeks to consider and process your submission.
- ▶ You should read the terms of reference and structure your submission around these. The committee may decide not to accept your submission if it does not address the terms of reference.
- ▶ You will be told whether or not the committee has accepted your submission.

You can ask the committee to keep your submission private

If you do not want your name published on the internet, or if you want your submission to be kept **confidential**, you should

- include the word **confidential** clearly on the front of your submission and provide a reason for your request.
- make sure that your name and contact details are on a separate page and not in the main part of your submission.

Confidential submissions are only read by members of the committee and the secretariat.

Confidential information may be placed in an attachment to the main part of your submission, with a request for the committee to keep the attachment confidential.

The committee will consider your request but you need to know that the committee has the authority to publish any submission. The secretariat will contact you if the committee wants to publish something you have asked to be kept confidential.

If you are considering making a confidential submission, you should contact the committee secretariat to discuss this before you send your submission.

Content of Submission:

If your submission criticises another person or organisation (for example, accusing them of lying or corrupt behaviour), the committee will send your comment to the other person/organisation so they can reply.

The committee may decide to publish your submission and the other person's response together on the committee website.

Submission checklist

Before you send us your submission, check:

Have you commented on some or all of the terms of reference?	
If your submission is long, have you provided a brief summary?	
Have you provided your return address and contact details with the submission?	
Have you made sure that your personal contact details are not in the main part of the submission?	
If you do not want your submission published on the internet, have you made this clear on the front of your submission and told us why?	

Delivering your submission

As many inquiries attract high levels of interest, committees prefer to accept submissions via the online system. The online submission site is secure and is suitable for uploading sensitive and confidential material.

If you upload your submission through the Senate's website, you will receive an email straight away that lets you know that the secretariat has received your submission.

You can submit by email, but please be aware that this is not an automated process and it may take longer for you to receive an acknowledgement that your submission has been received.

You can email your submission to the committee secretariat or to seniorclerk.committees.sen@aph.gov.au

You can also submit through the post by writing to:

Committee Secretary
[Name of committee]
Department of the Senate
PO Box 6100
Parliament House
CANBERRA ACT 2600
AUSTRALIA