

Planning your submission to the Royal Commission into Mental Health.



How to make a postal submission

General information

You can make a submission by post to the Royal Commission. This flyer tells you how.

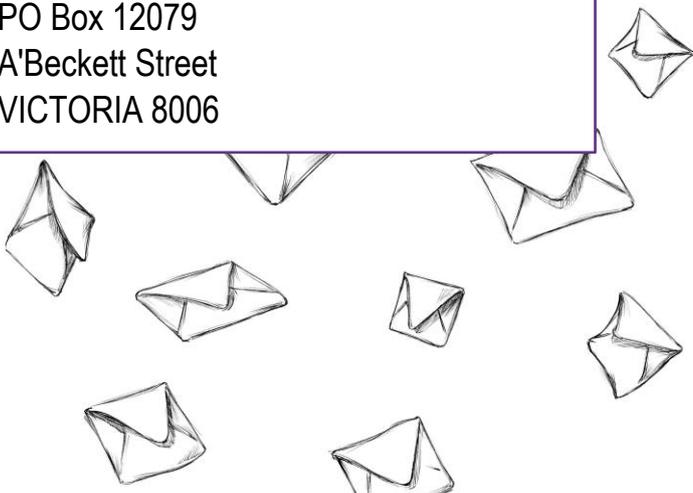
What to send

1. Your submission, in any format:
 - Hand-written
 - Typed
 - Video recording
 - Audio recording
2. An official cover sheet



Where to send it

Royal Commission into Victoria's Mental Health System
PO Box 12079
A'Beckett Street
VICTORIA 8006



Submissions open until
5 July 2019

About the Royal Commission

The Royal Commission into Mental Health has been set up to look at how to improve mental health services across Victoria.

It's running until the end of 2020.

Right now, they are asking the public to make 'submissions' to tell them about what's working, what's not working, and ideas to improve.

A submission can be as simple as a few short sentences, or it can be a long and complicated document—it's up to you.

This is an important opportunity for consumers to have their say about the issues that matter most to you.

Make sure you post it well before the deadline!

Check how long your letter will take to arrive:
<https://auspost.com.au/parcels-mail/calculate-postage-delivery-times/#/>

Writing (or recording) your submission

You should say whatever matters most to you, and what you think the Royal Commission needs to hear. There are three ways to prepare your submission:

Type or hand write something in your own words.

- Complete pages 1-5 of the cover sheet
- You can ignore the questions on pages 6-9 if you don't want to answer them.
- Tick the privacy box on page 9

Write answers to their questions.

- Complete the cover sheet (all the questions are in it)
- You can download the coversheet in 'Word' and type into it, or you can print it and fill it out by hand.

Make a recording (video or audio) and save on a USB or disc.

- Complete pages 1-5 of the cover sheet
- You can ignore the questions on pages 6-9 if you don't want to answer them.
- Tick the privacy box on page 9

The Terms of Reference

Officially, the Royal Commission has to look at all the issues in their 'Terms of Reference' (the 'scope' or 'range' of the Royal Commission). Almost any issue or idea can be related to the Terms of Reference.

The 11 Questions

The Royal Commission has a list of 11 questions that you can choose to answer, if you like. They partly overlap with the Terms of Reference, but some things are missing (like safety) and some things are added (like stigma).



Check out our 'cheat sheets'

We've written two 'cheat sheets' that might be helpful in thinking about your submission:

- Terms of Reference Cheat Sheet: Simple explanations, and lists of common consumer issues for each topic.
- Questions Cheat Sheet: Simple explanations, and lists of common consumer issues for each topic.

The Cover Sheet

The cover sheet is on the Royal Commission's website, and they ask every person to include one if sending a submission by post.

The cover sheet is pretty long (9 pages). You have to:

- Complete pages 1-5
- Tick the privacy box at the end
- Questions 1-11 are optional

Download the cover sheet here: <https://rcvmhs.vic.gov.au/submissions> (it's right down the bottom of the page)

Need help to make your submission?

VMIAC Peer Support

(by consumers, for consumers)

VMIAC is offering peer support to consumers making submissions, including phone support, email advice, appointments in Brunswick East, and workshops around the state:

Call **(03) 9380 3900** (Mon & Wed)

Email RCsupport@vmiac.org.au

Register for support online and we'll contact you: <http://bit.ly/supportRC>

Check out more of our tips and info sheets on our website:

www.vmiac.org.au/RCMH

Or contact the Royal Commission directly

Call: **1800 00 11 34**

Email: contact@rcvmhs.vic.gov.au

Web: www.rcvmhs.vic.gov.au/submissions

Common questions

Can I be anonymous?

Yes. You will have to provide your name and a phone number or email address on the cover sheet, but then you can choose one of these options for your privacy:

- **Public:** They can publish what you say AND your name
- **Anonymous:** They can publish what you say but NOT your name or identifying info
- **Restricted:** Your submission AND your name should be kept private

Do I have to do it by myself?

No. You can do an individual submission, or as part of a group. Organisations can also make submissions.