



Climate Health WA Inquiry submission guidelines

How should I write my submission?

Please ensure your submission has a file size of less than 4MB. All submissions should be signed and dated and should indicate whether they are being made by an individual or an organisation.

Anonymous submissions will not be accepted. Please provide contact details including name, address, telephone number and email. Contact details are not published but enable the Inquiry to contact you if required.

The best submissions:

- clearly address at least one of the Terms of Reference
- are concise, generally no longer than four to five pages, and use plain English free of jargon
- emphasise the key points so that they are clear
- only include documents that directly relate to your key points.

We are particularly interested in receiving submissions that:

- highlight particular challenges, strengths, opportunities or initiatives relevant to WA, that may not be evident from the national or international literature
- outline not only what the issues are but how problems can be addressed
- describe what you or your organisation would be willing to do or contribute following the Inquiry.

Will my submission be published?

You will be told whether or not the Inquiry has accepted your submission.

If accepted, most submissions are published on the Inquiry website with the name of the submitter, unless there is a request that the submission be kept confidential.

Submissions that breach applicable laws, that are defamatory, or that breach the privacy of any individual will not be published. The Inquiry may decide to redact parts of submissions prior to publication. Publication of submissions is at the discretion of the Inquiry.

You cannot withdraw or alter your submission once the Inquiry has published it.

The Inquiry may refer to your submission in its report. The report will be published on the Inquiry website.

How do I deliver my submission?

Lodging a submission online is preferred.

1. Online: health.wa.gov.au/climatehealthwa
2. Email: climatehealthwa@health.wa.gov.au
Subject line 'Att: Climate Health WA Inquiry'
3. Post:

The Project Director
Climate Health WA Inquiry
Public and Aboriginal Health Division
PO Box 8172
Perth Business Centre WA 6849

All submissions will receive confirmation of receipt.

This is an important Inquiry with implications for all Western Australians. We look forward to receiving your submission.