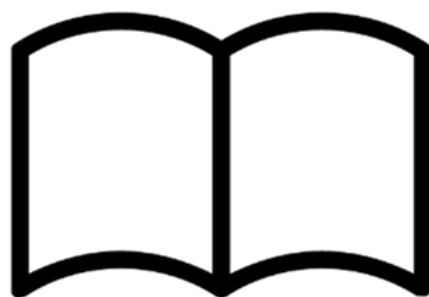




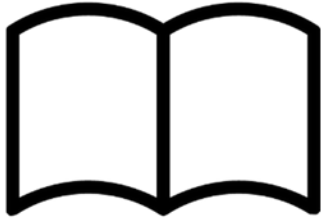
How to make a report

Easy Read version



Easy Read

About Easy Read



Easy Read

This is an Easy Read document.

Easy Read uses pictures to explain ideas.

Bold

Bold

Hard words are in **bold**.

We tell you what they mean.



There is also a word list on page 22.



You can ask for help to read this document.

A friend, family member or support person may be able to help you.

About this document



We are Disability Commissioner Tasmania.
We wrote this document.



This is an Easy Read summary of the 'Make a report' web pages.
It includes the most important ideas.



You can find the web pages on our website.
[https://www.disabilitycommissioner.tas.gov.au/
report](https://www.disabilitycommissioner.tas.gov.au/report)



This is a long document.
You don't need to read it all at once.
You can take your time.

What is in this document

About Disability Commissioner Tasmania	5
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Who can make a report to us?	8
What can the report be about?	10
What if I have an idea or concern?	12
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About Disability Commissioner Tasmania



We are Disability Commissioner Tasmania.



We are **independent**.

This means we:

- make our own decisions
- do not take sides.



Our job is to protect and promote the **rights** of people with disability in Tasmania.



Rights are rules about how everyone should be treated.



People with disability have the right to be treated the same as everyone else.



We have a law called the *Disability Rights, Inclusion and Safeguarding Act 2024* (the Act).



The Act helps protect the rights of people with disability.



People can make a report to us under the Act.



A report can help get a problem fixed.

Our approach



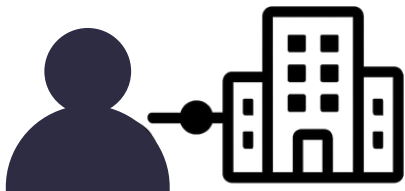
You have the right to make a report to us.



We will listen to you.

We will take your report seriously.

We will treat you fairly and with respect.



If we can't help you, we will help you connect to the right service.

Who can make a report to us?



Anyone can make a report to us.

It can be about:



- you



- someone you know



- something you are worried about.



People who make reports to us are protected under the Act.

What can the report be about?



A report will be about a person with disability at risk of **harm**.

Harm can mean:



- **violence** - when someone hurts you



- **abuse** - when someone treats you badly



- **neglect** - when someone is not helping you the way they should



- **coercion** - when someone uses

- fear
- threats
- pressure
- tricks

to make you do something you do not want to do



- **exploitation** - when someone takes advantage of you.



If you or someone you know is in **immediate** danger, call 000.

This means right now.

What if I have an idea or concern?



You can still contact us if your situation is not about a person with disability at risk of harm.



You can share:

- an idea
- a concern
- if something is not working well.

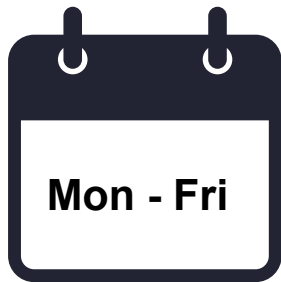


We can use this information to help improve government agencies in Tasmania.



This will help make Tasmania more inclusive for people with disability.

How to make a report



9:00am - 5:00pm

Our office is open:

- Monday to Friday
- 9:00 am to 5:00 pm



You can call us.

1800 179 249



You can email us.

contact@disabilitycommissioner.tas.gov.au



You can send us a letter.

Disability Commissioner Tasmania

GPO Box 123

Hobart, Tasmania

7001



You can fill out an online form on our website.
www.disabilitycommissioner.tas.gov.au/report



You can visit our office.
Level 5
188 Collins Street
Hobart, Tasmania
7001



You can meet us in a place where you feel safe.



Contact us to book a meeting at our office or another place.

What to include in your report



We will ask you questions about:

- you
- your contact details
- the way you would like us to contact you



- who is involved
- what happened
- when did it happen
- where did it happen
- who you have told
- ways we can help you.



Tell us what you know.

This will help us understand the report.

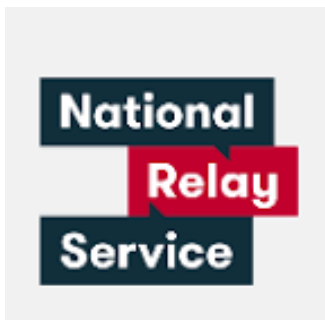


Contact us if there is something you are not sure about sharing.

Who can help me make a report?



A family member or trusted person, such as a friend or support person, can help you make a report.



You can use the National Relay Service if you:

- are d/Deaf or hard of hearing
- find it hard to speak using the phone.

How to contact the National Relay Service:



- Speak and Listen (Voice-to-Voice):
1300 555 727
- TTY/Voice Calls: 13 36 77
- TTY (Type and Read): 1800 555 677
- SMS relay number: 0423 677 767



Internet relay calls:

nrschat.nrscall.gov.au/nrs/internetrelay



You can ask for an **interpreter** if you need help in your language.

An interpreter is someone who:



- speaks your language
- helps you understand what someone is saying
- helps you tell us what you want to say.



If you need an interpreter, call the Translating and Interpreting Service on 131 450.



You can ask us for help.

What happens after you make a report?



We will let you know we got your report within 2 business days.



We will review the information you gave us.
We will contact you if we need more information.



We will explain what happens next.

Your privacy



We keep your information private.



We follow strict privacy laws.



We only share your information when we need to.



We have rules about who can see your information.



We have a Privacy Policy that explains these rules.



You can read our privacy policy on our website:
[https://www.disabilitycommissioner.tas.gov.au/
report/privacy-and-confidentiality](https://www.disabilitycommissioner.tas.gov.au/report/privacy-and-confidentiality).

Word list



Abuse

Abuse is when someone treats you badly.



Coercion

Coercion is when someone uses:

- fear
- threats
- pressure
- tricks

to make you do something you do not want to do.



Exploitation

Exploitation is when someone takes advantage of you.



Immediate

Immediate means right now.



Independent

When an organisation is independent, they:

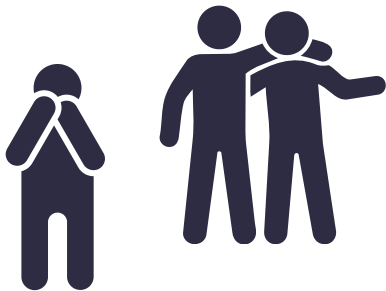
- make their own decisions
- do not take sides.



Interpreter

An interpreter is someone who:

- speaks your language
- helps you understand what someone is saying
- helps you tell us what you want to say.



Neglect

Neglect means when someone is not helping you the way they should.



Rights

Rights are rules about how everyone should be treated.



Violence

Violence means when someone hurts you.