

# KORERO MAI!

## HOW TO WRITE A SUBMISSION

A submission is a written document that outlines your thoughts and concerns about the bill or other issue being examined by a Select Committee. This is an important way of having your voice heard on issues that affect you and your whānau.

Select Committees are groups of MPs who are responsible for getting feedback from the New Zealand public about various issues. They take into account the feedback they receive from submissions and hearings, and then make suggestions to Parliament.

Submissions are usually made in writing, but you can also request to present to the Select Committee in person. They can be as short or comprehensive as you like, and should reflect your opinions on the issues being discussed. You can also include any suggestions or other relevant information that might help the Select Committee make recommendations

### PREPARE

1

#### Go through the bill

Make sure you understand the meaning of the bill and research any parts you're not sure about.

2

#### Brainstorm your points

Consider the parts of the bill you agree or disagree with, and your reasons for thinking this way. You don't have to have an opinion on every part of the bill- it could just be one or two points.

3

#### Research and consult with your friends and whānau

This can include checking facts with online or academic sources, and discussing with your friends, whānau, or other members of your community who may be affected.

4

#### Suggestions

If you have any suggestions or ideas to improve the bill, then brainstorm and research these as well.

### GET WRITING

5

#### Your heading and introduction should include...

- Name of the Select Committee
- Full title of the Bill.
- Your name, address, and a contact number.
- If you represent an organisation, give an overview of the organisation & who you have consulted.
- If you would like to support your submission with an oral submission or not.

6

#### Outline your position and summarise your key points

State your position, such as whether you support the Bill, or parts of the Bill, or not; and give an overview of your key points

7

#### Discuss each of your points

Discuss each point in the same order it appears in the Bill, giving your reasons for agreeing or disagreeing. If you have any suggestions or amendments, make a case for these, including evidence where necessary.

8

#### Conclude

Write a simple conclusion that restates any suggestions and sums up the points you have made.

9

#### Format and check your document

Make your document easy to read by using bullet points, and short, sharp sentences. Have someone check your document for mistakes.

10

#### Sign and Send

Make sure you sign your submission at the bottom, and that you send 20 copies to: **Clerk of the Committee, [Name] Committee, Select Committee Office, Parliament Buildings, WELLINGTON**