

# Writing a Submission

Staff at the Papanui Service Centre are committed to keeping residents' groups in the area fully informed about issues that arise from time to time. As a result, input in the way of submissions on policy proposals, the Annual Plan and discussion documents is often invited.

Here are some basic guidelines to help you make effective written submissions, as often this is the only opportunity your organisation has to make its views heard.

**1. Think before you write**

Have a clear understanding about what has been proposed and why, and how it will affect your organisation, in addition to others in the community. Make sure you know when submissions are due to ensure you allow enough time for consultation, writing, proofreading as well as mail delivery.

**2. Talk to others in your community**

Talk to other people in your community to see who else is making a submission. You may be able to combine a submission or concentrate on points that are not being made by others.

**3. Plan your submission**

Make sure your submission includes an introduction incorporating details of you, your organisation and what your organisation does, the key points you wish to make, a summary and a conclusion.

If you are making submissions on a discussion paper, begin by addressing the main issue with general comments and then make detailed comments on specific points of the discussion paper.

Use headings, paragraphs and bullet points to emphasize the points you want to make. Include diagrams, including graphs or cartoons if appropriate. This helps to make the submission clear and easy to read.

**4. Check your submission**

Once completed check the submission for mistakes. A good approach is to give the submission to someone else to proofread.

**5. Sending your submission**

Think about sending your submission to other departments, community groups, Ministers or MPs. You may gain support and work more effectively making such contact. Keep an original copy on file for reference.

**6. Follow up**

Once you have sent in your submission check to make sure it has been received and whether any additional information is required.

Check again later for progress so that you can arrange to attend meetings or make further submissions.