A GUIDE TO MAKING A WRITTEN SUBMISSION:

Making a submission to the Select Committeee is a way to have your say on our laws. You can show support or opposition for a Bill, as well as offer recommendations or changes you think should be made.

A written submission usually includes:

- Your name and contact details
- A clear statement of whether you support or oppose the Bill
- Your arguments / supporting reasons

A submission can say as much or as little as you want! You can write directly into the online form, or upload your own submission document (try following our guide below).

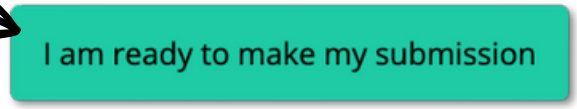
Note: The Select Committee can reject a submission if it's offensive (e.g. sweearing), defamatory (e.g. unproven statement that harms someone's reputation), or irrelevant (e.g. not related to the Bill).

All submissions are posted publicly on the Parliament website, so be careful not to include personal details (don't worry, your contact details are entered separately and won't be posted with your submission).

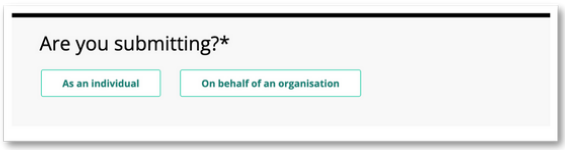
WHAT GOES IN A WRITTEN SUBMISSION?

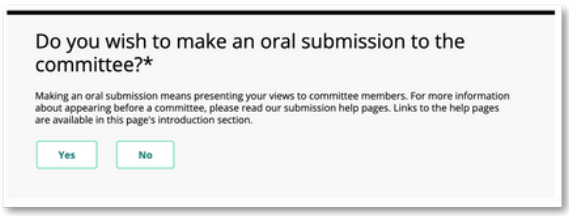
You can find all the the different Bills that are ready / open for submissions by going onto the Parliament website here.

Once you've found the Bill you want to make a submission on, click on this button:



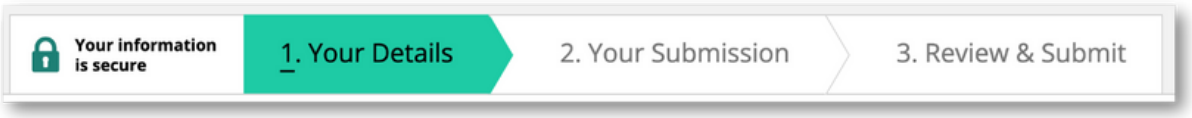
Next, you will be asked if you're making an individual, or group submission, as well as if you'd like to make an oral submission (in person in Wellington, or online on zoom). Unless you're doing your submission with a group of friends, or with an organisation, you'll more than likely be making an "individual" submission.

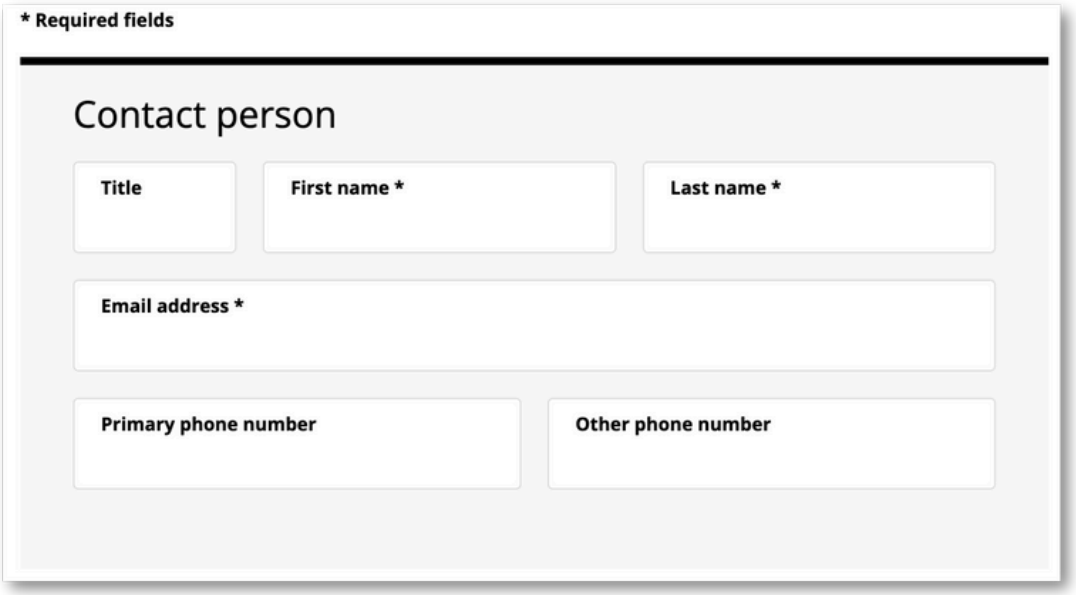




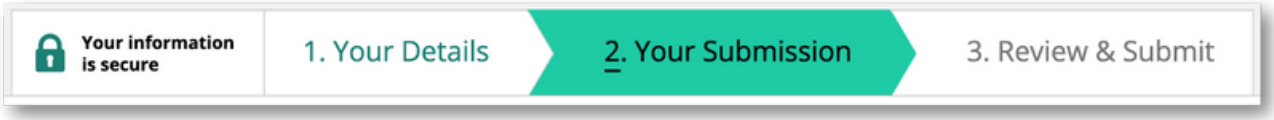
Note: Some Bills get a lot of submissions, which means not everyone gets asked to do an oral submission, even if they want to. You may or may not get invited to make an oral submission when you select "yes".

Next, you'll enter your details. This is so that the Select Committee know how to contact you if they have a question, but also so they can make sure that there aren't spam submissions being made.

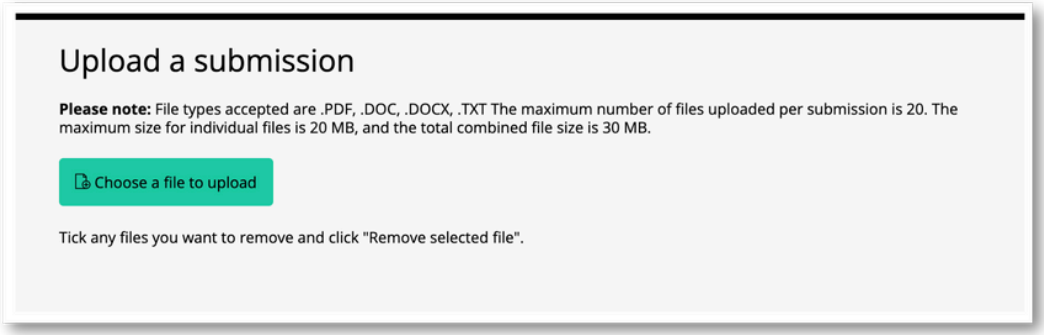




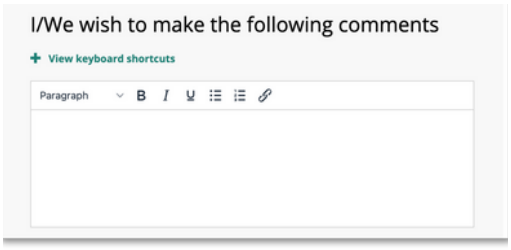
Finally, it's time to make your submission!



Firstly, if you prefer to write your submission on Google Docs, or Word, you can save and then upload now – this will mean you don't have to write it in the moment. You can take a bit more time to gather your thoughts / opinions.

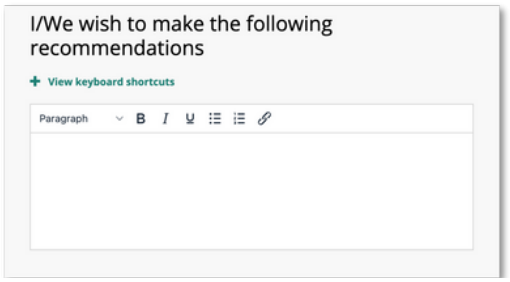


If you're making your submission using the online form, there are two sections to fill in. The first is the 'Comments Section'.



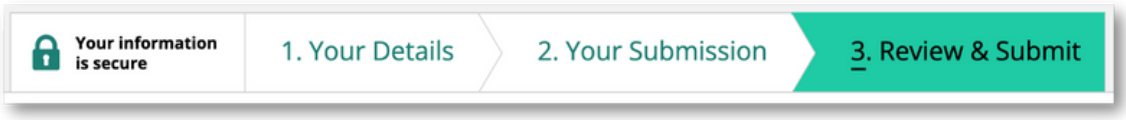
This is where you can tell the committee what you think about the Bill, and why – whether you agree or disagree with the Bill and explain your reasons. If you have supporting information, you would include or reference it here. You can provide one reason – or as many as you want! The level of detail you go into is up to you. If you are speaking from lived experience – it's important you say so!

The next section is the 'Recommendation Section'.



This is where you tell the committee what you think it should do, or what you think should change. You might say the Bill should be supported or scrapped, and/or you might have suggestions of ways it might work better.

Once you've finished writing your comments and recommendations, click next to review and submit your submission.



If you're happy with everything, and you've double checked that your contact information is correct, then you can click the 'submit' button – and you're done!

BONUS INFORMATION AND TIPS:

If you want to upload your own submission document, you could follow this structure:

- Introduce yourself – include any information about yourself that is relevant to the Bill. This might include your lived experience, whānau, or work background that makes your opinion important.
- Position statement – A few sentences to clearly state your position on the Bill (for or against) and a summary of your reasons.
- Body of submission – Give some context for your opinions – what would the passing of this legislation mean for you? What is at stake? How would it impact you? You could use specific clauses from the Bill as headings and write about each of those.
- Make recommendations – If you have any recommendations, list them clearly, even if you have mentioned or discussed them in the body of your submission already.
- Write a conclusion – A few sentences to restate your position on the Bill and your reasons is a good way to conclude your submission.

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Tips for writing your submission:

- Know the issue – do your own research on the Bill before you start writing.
- Use the language in the Bill to guide your submission, it helps to be specific!
- Make clear statements.
- Use your own words.
- Bring your lived experience and values.
- Keep it relevant to the Bill you're talking about.