

How to have your say

Tips for an effective submission

Who is the submission from?

- Be clear who the submission is from.
- Does it represent:
 - Your individual view,
 - The view of a wider community group, or
 - A formal response from an organisation?
- Who has had input?
 - who has been consulted in preparing your submission?
 - How did you seek their views -e.g. surveys, community meetings?

What is your position?

- Make sure you clearly state what issue/s you are submitting about
- Indicate if you support or oppose the issue.
- Explain the reason for your views:
 - why is this a concern to you or your community and how will they be impacted?
 - if you can, support your reasons with data and information.

What do you want to happen?

- Clearly state what you want to happen:
 - is it to do nothing, do something else, do more, do less.
- Who will be affected by what you want to happen?
- Who will benefit from what you want to happen?
- How will your proposal be paid for?
 - provide real options of paying for changes.

How to make it easy to read?

- Use simple, everyday words.
- Use lists and bullet points.
- If you provide additional information consider:
 - The format.
 - Clear references to attachments.
 - Highlight the main points.
- Keep it simple:
 - Be specific and concise in making your point.
 - Keep sentences and paragraphs short.
 - Stick to one point per paragraph.
 - Get someone else to check your submission.

Reminder:

- **Submit it on time**