

## SUBMISSION

**[Name of the consultation or Bill you are submitting on]**

[Date of submission]

[Name of your organisation] submission to [Name of the organisation running the consultation or name of the Select Committee]

Waipuna aa rangi

Provide contact details for your organisation: a phone number, email address and business address. Note that these details are usually published as part of the submission, so make sure they aren't anyone's personal details.

## Executive Summary

In the executive summary of your submission, you should clearly state your position on the topic for which you are providing feedback—that is, whether you support the proposal, oppose the proposal, or are somewhere in between.

If the person reading your submission only reads the executive summary, they should have a clear understanding of your position on the issue and have a brief idea of why that is your position. If you make any recommendations, it is helpful to clearly list them at the end of your submission:

- Recommendation 1: make sure that your recommendations are useful, and make sense.
- Recommendation 2: submissions do not have to be long! In fact, it is better to keep your submission concise as

## Introduction

1. Introduce your submission: clearly state your position, introduce who is making the submission, and outline your key points.
2. If you are submitting on a bill in parliament, you should also include whether or not you would like an opportunity to speak to the Select Committee in support of your position.

## [Heading]

3. If you are providing feedback on several parts of a proposal, it can be helpful to split your submission into sections so it is easier to understand which part of the proposal you are talking about.
4. Ensure any claims you make are backed up with sources—it is a good idea to use footnotes to do this.

**Recommendation 1:** draw attention to any recommendations you make throughout your submission by highlighting them in a way that suits you: here we've used a text box to catch the eye of the person reading your submission.

## About [your organisation]

5. Provide the people you are writing to a bit of context about your organisation: when you were established, what your vision/mission is, where you are based - anything that you think will help your readers to build familiarity and connection with you!

## Appendices

If you refer to any figures or statistics that you haven't included a reference for in your footnotes, add them as appendices! These can be pictures, tables, graphs or data sets that aren't publicly available, and would be beneficial to include in the submission instead of sending your reader off to hunt for the data. Make sure you refer to your appendices at the appropriate point in your submission so they know where to look for more information.