

Tips on making a submission to a Parliamentary Select Committee

Include the following information.

Heading.

Head your submission with the name of the select committee to which it is addressed and the full title of the bill, inquiry, or matter under consideration.

State who it is from – your name or the name of the organisation you are representing; an email address; a contact address; and a daytime telephone number. N.B. If you do not want your personal details released publicly, or posted on the Parliament website, it is important that you separate out your personal details from the main body of your submission.

State whether or not you wish to appear before a committee.

The online webform allows you to indicate whether you wish to request an opportunity to speak to the committee in person. If you do not use the online form, please include your request in your covering letter. If you wish others to appear in support, include their names and, if representing an organisation, designations.

WRITING YOUR SUBMISSION

General Position. First, state your general position on the bill, whether you support or oppose the measures being proposed, and give your reasons.

Detailed comments. Having stated your general position, identify and make more detailed comments on the clauses that are of concern to you. If you feel that certain clauses need to be changed, say so, and give your reasons. Using clauses as numbered in the bill is a good way to organise your submission.

The content of your submission:

- It must be relevant to the matter before the committee.
- Be simple and direct. They want to know what you think and the evidence or arguments you have that support your view.

- Provide the committee with your own insights, observations, and opinions in a concise manner
- Present a clear and logically developed argument. Provide reasons for any changes that you believe should be made, or actions that you believe should be taken.
- Be accurate and complete. Make sure your facts are correct, and include all relevant information.
- Arrange your sentences and paragraphs in a logical order.
- Restate your recommendations in a conclusion at the end of the submission or an executive summary at the beginning. Consider listing your submission's recommendations, or summing up its main points.

Sending your submission

Either:

- online, using the webform
- by email
- or by post. If sending by post, select committees require two hard copies of each submission. Both copies should be sent together to the committee secretariat before the closing date for submissions. You will need to pay postage to send your submission.

If you do not use the online webform, you should provide your personal information on a separate page.

More detailed guidelines to assist you to prepare a submission are available on the [Parliament website here](#).

Suggested submission format

Covering Letter

Date

Page No

Submission on the XXX Bill/Inquiry

To the (name of Committee) Committee

Personal details

This submission is from (name of individual/organisation and address).

I/we wish to/do not wish to appear before the committee to speak to my/our submission.

I can be contacted at: *(List your daytime contact telephone number and email address or the name, address, contact telephone number; and email address of the contact person for your organisation if different from above).*

I/we wish that the following also appear in support of my/our submission:
(list names and positions in organisation).

The Submission

I/we support/oppose the intent of this bill because *(state reasons)*.
If an organisation, give brief details of your organisation's aims, membership and structure and the people consulted in the preparation of the submission.

I/we wish to make the following comments *(general views)*.

Clause 1 *(if submitting on a bill)*

I/we support/oppose this clause because *(state reasons)*.

Clause 2 *(if submitting on a bill)*

Although I/we agree with the general intent of this clause, I/we consider that *(note changes you would like made and suggest new wording)*.

Specific comments *(if submitting on an inquiry)*

I/we wish to raise the following matters under term of reference 1, term of reference 2, etc *(expand on your views and give reasons)*.

Recommendations

(List any further recommendations or conclusions you wish the committee to consider. You may wish to restate recommendations mentioned earlier.)