



Submission Writing

Submissions are another key component of the minimising gambling harm role. It can be daunting at first but there are resources on this website that can help with generating submissions. Submissions are an invitation to participate in the decision-making process or conversation about proposed changes to the Gambling Act 2003.

The Department of Internal Affairs or other government authorities (e.g. Local Council) may ask for information and perspectives on proposed changes and the invitation for submissions is the process by which that information is gathered.

Clear, Accurate and Timely submissions are those that achieve the most impact. **Clear** is about using your words efficiently, using reason and evidence to back the perspective being shared in your submission.

Accurate, refers to making sure you understand the changes being proposed, to be accurate you need to have read the changes and understand what advice or information is being requested. In this role for example, it could be that they want to know what gamblers think about changes, sometimes it's the venue owners they want to hear from, either way this is clearly laid out in what is called the consultation document.

Timely, refers to the need to make the deadline, don't get the date wrong and make sure you get it across the line before the consultation time closes. It would be a waste of your and the communities valuable time to not complete a submission.

The preparation of submissions takes careful planning and execution, there are no right or wrong ways to prepare one, so give it go and check out some of the useful resources to get you started. If you want additional support try the Te Kāhano online feature for quick and easy access, if not flick us an email on suaree.borell@hapai.co.nz and we will arrange a time to contact you.

Here are two submissions that Te Kāhano and National Co-ordination service helped put together, both submissions involved collaboration with others, telephone calls, emails and texts to get the submission across the line.

[Link 1](#) [Link 2](#)

The New Zealand Parliament website has useful in on the submission process as well. The website has a couple of PDF's that outline and map the submission process in a clear and simple way.

[Link 3](#)

This is a short prez-tation put together by Te Kāhano for the public health workforce. It has more examples and a cool 'backing track'. The trick to submissions is to start, we hope you like the prez-tation.

[Link 4](#)