

Writing a Government Submission



What is a Government Submission?

From time to time, Governments do reviews of their policies and offer members of the community a chance to have a say.

As well as public meetings, this can include requests for written submissions on an issue or a number of issues. The current Royal Commission into Violence, Abuse, Exploitation and Neglect of People with Disability is an example of a Government review that people can make submissions to.

Why write a submission?

Submissions can be powerful tools for advocacy because they are considered by people in government who make decisions about laws and policies.

Making a submission is a good way to be listened to by Governments and members of parliament who are usually hard to reach.



Women with Disabilities Australia (WWDA) has written many government submissions about issues that affect women with disability.

You can find examples of these on our website at www.wwda.org.au



How do I write a submission?

A submission doesn't have to be in any particular style but try to make it clear and brief. It's a good idea to separate out different points into paragraphs.

Headings are another good way to show that you are commenting on a different topic or making different points.

Your submission doesn't have to be long. Focus on the things that you know about and leave out those things that you don't have much to comment on. Include a summary or cover page at the front and a conclusion at the end.

Tips for written submissions

- Address the issue the inquiry is about
- Use dot points and headings
- Have a cover page or summary at the start.
- Focus on your main points.
- Give recommendations or solutions to the issue.
- Write a conclusion.

Submitting your story

If you are making a submission about your own experience to the Royal Commission into Violence, Abuse, Exploitation and Neglect of People with Disability, it can be less formal. It is important that the Government hears about real stories from women with disability regardless of the format.

Use the style you feel most comfortable with. The main thing is that it tells your story.

Remember that in addition to written submissions, you can use other formats, like video, images and audio recordings.

It's a good idea to get someone you trust to look over your submission before you send it in.



Template for a Formal Government Submission

[Cover Page]: This includes the title of your submission, your name, and the details of the inquiry you are making the submission to.

[Introduction]: The introduction should summarise the issue and the main points of your submission.

[About you or your organisation]: If you are writing on behalf of a group or organisation, you can have a section after the introduction explaining who they are and what they do.

[Section 1]: Each section of your submission should give more detail of each main point referred to in the introduction. You can have as many sections as you want, but three is a good aim. Give each section a heading.

[Other Sections]

[Recommendations]: In this section you should provide a list of recommendations for things the government can do to act on the issues you have talked about in the submission.

[Conclusion]: The conclusion should not bring in any new information. It should summarise what you have said. A conclusion is not always needed. It is up to you whether you include one.

