

A quick guide to making submissions

- Anyone can make a submission. The aim of this process is to hear a range of perspectives. Do not hesitate to make a submission because you are just one person or are not an expert.
- State whether you are overall supportive of the proposal, are supportive but with caveats, or not supportive. Tell us the key reasons why you have this overall view and what you hope to see or not see from the proposed change. This helps to frame the rest of your responses.
- A submission can be a single sentence or hundreds of pages. Consider how best to convey your message. If your submission is longer, a page of contents, summary, dot-points, and headings are all elements that may aid us in understanding your point of view.
- Tell us what you do like about a proposal, as well as telling us what you do not like or think does not work. Please also tell us why this is the case. When we only receive submissions seeking changes to a document, it is hard for us to weigh these against unvoiced support to the status quo.
- We are seeking submissions because we are seeking feedback on what is, in effect, a working document. If you think something is ambiguous or not addressed, you should feel free to contact the listed contact to see whether we were trying to address it somewhere but it is not clear enough. Highlight ambiguities or missing concepts in your submission. Feedback that a document lacks clarity on an issue is very valuable to us.
- Where possible, please provide references to specific areas of the document you are discussing. For example, when dealing with a review, a reference to the specific recommendation, or when dealing with draft legislation, a reference to the section(s) you are discussing.
- If we are seeking information to inform a Regulatory Impact Statement, please provide dollar figures of your estimate of the cost. This can be in the form of a range, and it is helpful if you provide the assumptions made to reach those figures.
- If you would like to submit confidential information, please include this in a separate document to your main submission (marked as confidential). Prominently indicate any confidential submissions as such at the top of its front page.
- Please do provide a word or rtf version of your submission. We prefer to publish these versions as they are readable by software that aids persons who are visually impaired. For similar reasons, please consider using patterns as well as colours in charts, and adding alt text to your charts, graphs, and images. A guide to accessible and inclusive documents can be found [here](#). This allows the whole community to participate in discussion about an issue.