

Select Committee Submissions101

01 March 2022



Karakia Tīmatanga

Plan For Our Time Together Today



Housekeeping



Introductions



Agenda

Introductions: Ko Wai Māua?



Social Service
Providers
Aotearoa



Dr Claire Achmad,
Chief Executive
ceo@sspa.org.nz

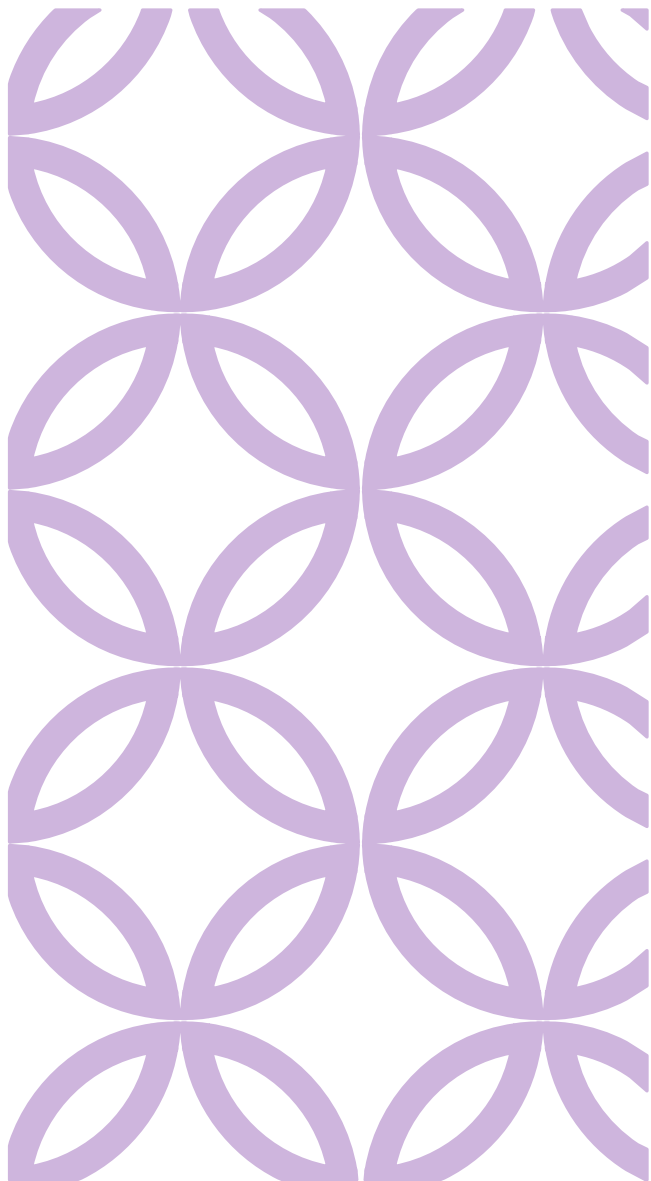
NEW ZEALAND



birthright



Leanne Inder,
Kaihautū
ceo@birthright.org.nz



Te Kaupapa O Te Rā

How to make a submission for a parliamentary select committee

The types of Select Committees

The legislative phases

Practical guidance


Preparing your written submission

Getting feedback from your members/voices you represent

Preparing for your oral submission (should you choose to do one)

Presenting at Select Committee

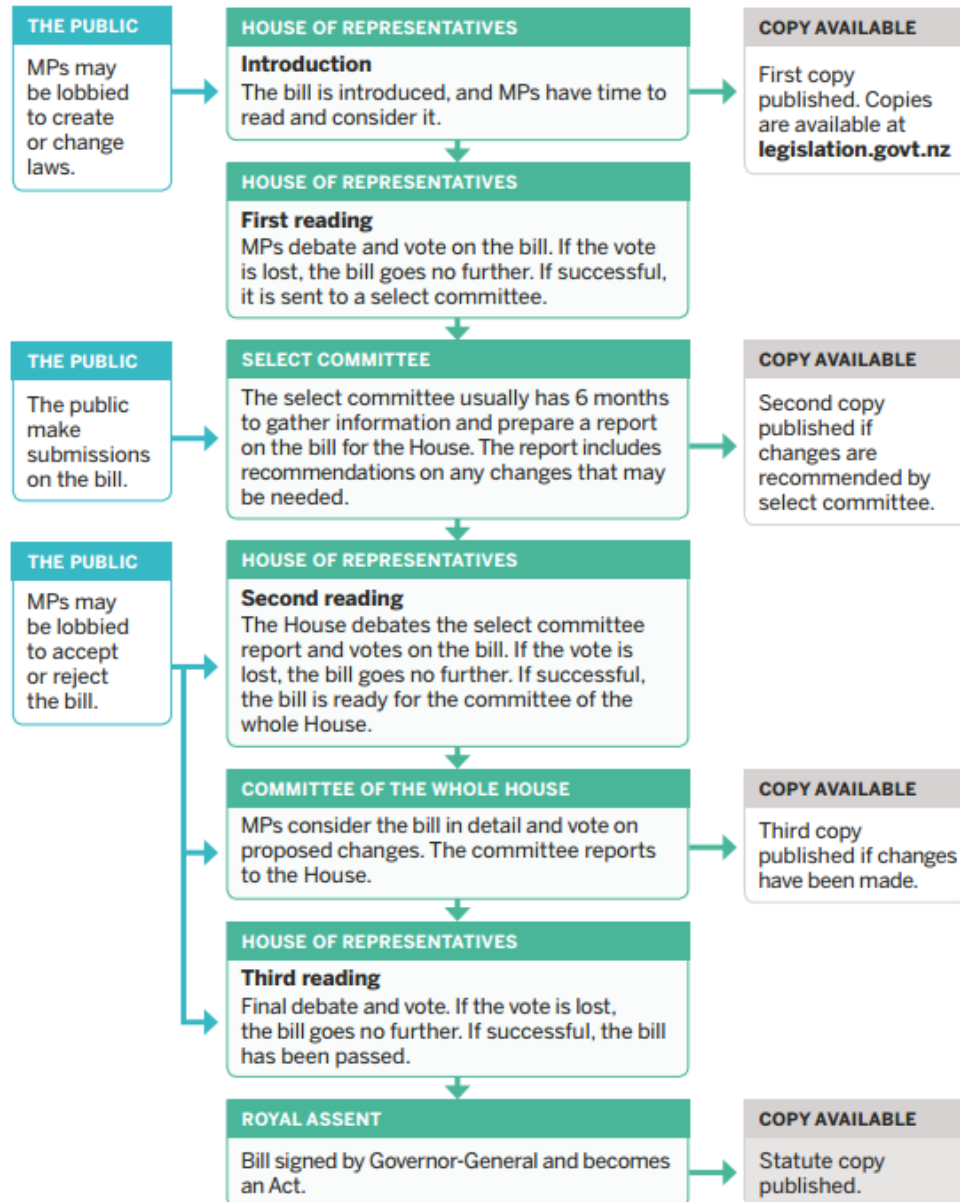
Pātai & kōrerorero



The role of Select Committees in our democratic process

How a bill becomes law

For further information:
www.parliament.nz or
parlinfo@parliament.govt.nz



Types of Select Committees

There are 12 subject select committees and 7 specialist committees.



Intelligence and Security Committee



Māori Affairs



Pae Ora Legislation



Primary Production



Regulations Review



Standing Orders



Business



Education and Workforce



Finance and Expenditure



Governance and Administration



Intelligence and Security Committee



Justice



Officers of Parliament



Petitions



Privileges



Social Services and Community



Transport and Infrastructure



Economic Development, Science and Innovation



Environment



Foreign Affairs, Defence and Trade



Health



Justice

The Legislative Process:

Oversight of Oranga Tamariki System and Children and Young People's Commission Bill

[Home](#) » [Parliamentary Business](#) » [Bills and Laws](#) » [Bills \(proposed laws\)](#)

This bill provides for independent monitoring and complaints oversight for Oranga Tamariki, and greater advocacy for children's and young people's issues generally through the creation of a new Children and Young People's Commission.



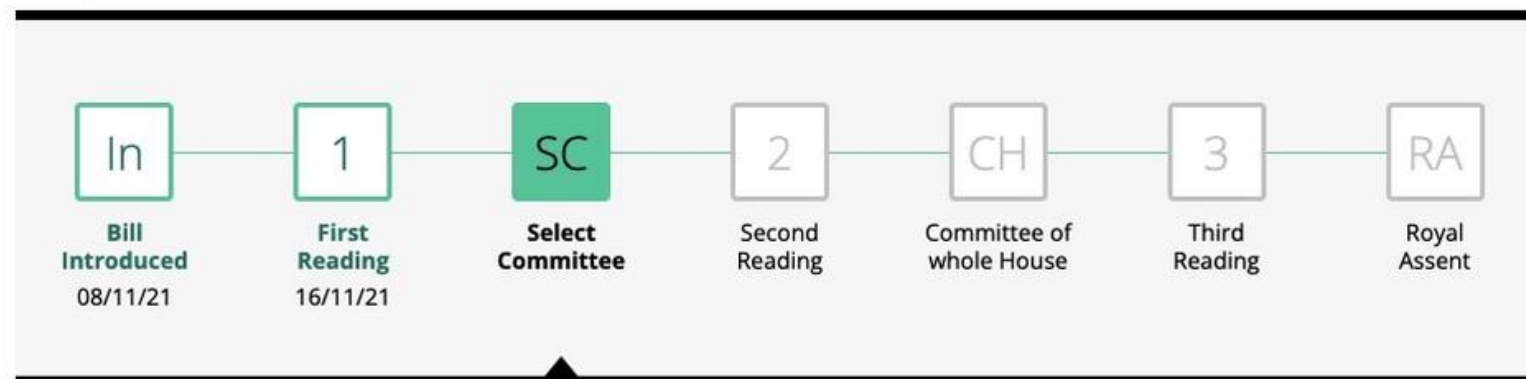
Progress of the bill



[+ What do the symbols mean?](#)


The Legislative Process:

Progress of the bill



— What do the symbols mean?




- In** **Bill Introduced:** The bill is made available for the House to consider.
- 1** **First Reading:** MPs debate and vote on the bill. If successful, it is usually sent to a select committee.
- SC** **Select Committee:** The select committee gathers information and prepares a report on the bill for the House, including recommending changes to the bill.
- 2** **Second Reading:** The House debates the select committee report and votes on the bill.

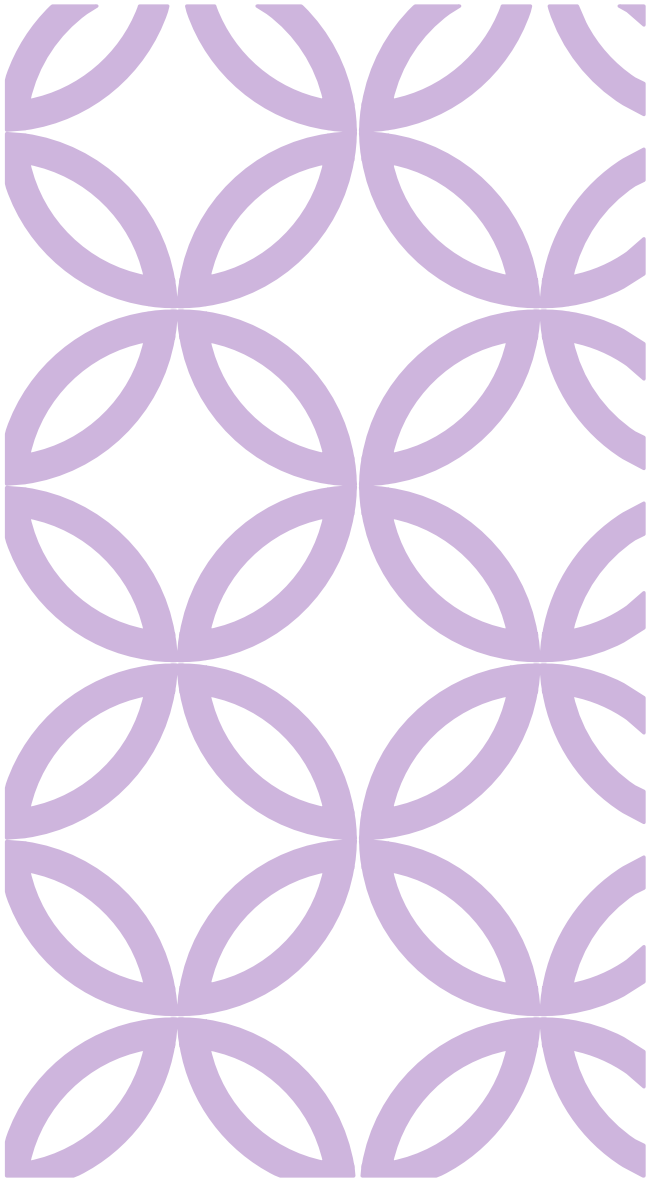
- CH** **Committee of Whole House:** MPs consider the bill in detail and vote on proposed changes.
- 3** **Third Reading:** Final debate and vote. If successful, the bill has been passed.
- RA** **Royal Assent:** Bill signed by Governor-General and becomes an Act.
-  **Fail / Withdrawn:** A bill fails if the vote is lost at first, second, or third reading. The member in charge of a bill may withdraw it. _____ Note: this simple progress display does not cover all possible stages for a particular bill. Where a date is shown in brackets, this means the debate has been interrupted. See the Bill History content for more details.

Read the bill

Read the bill on NZ Legislation website

Types of Bills:

| <div>Business</div> <div>Reports</div> <div>Submissions & Advice</div> <div>Committee members</div> | | |
|--|---|--|
| Displaying 1 - 20 of 73 | | |
| Title  | Document type  | Date  |
| 2020/21 Annual review of Sport and Recreation New Zealand | Annual Review - SC summary | 04 February 2022 |
| 2020 21 Annual Review of the Broadcasting Commission (known as NZ On Air) | Annual Review - SC summary | 17 January 2022 |
| 2020/21 Annual Review of the Tāmaki Redevelopment Company Limited | Annual Review - SC summary | 17 December 2021 |
| Report of the Controller and Auditor-General, Inquiry into the Ministry of Social Development's funding of private rental properties for emergency housing | Other matter - SC summary | 15 December 2021 |
| <u>Oranga Tamariki Amendment Bill</u> | Bill - government | 15 December 2021 |
| Oranga Tamariki Amendment Bill | Annual Review - SC summary | 25 November 2021 |
| 2020/21 Annual Review of the New Zealand Lotteries Commission | Annual Review - SC summary | 25 November 2021 |
| Oversight of Oranga Tamariki System and Children and Young People's Commission Bill | Bill - government | 17 November 2021 |
| Petition of Retirement Village Residents Association of New Zealand: Address the imbalance between retirement village residents and operators | Petition | 17 November 2021 |



Where To Begin(1)

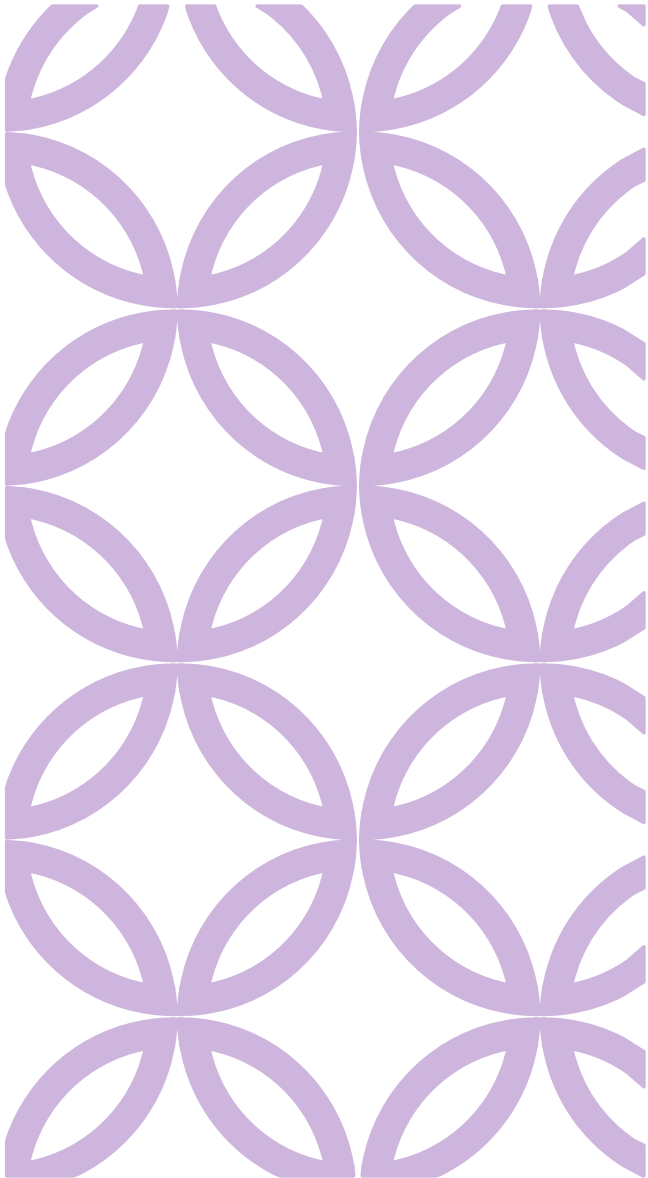
Register for Parliament notifications register

By registering with the Parliament notifications process can ensure that you are notified about any Bills, as well as any updates.

Read the Bill. Be aware of the timeframe you need to finalise your submission by, and work back to plan your time.

Gather information

- Web search, Hansard (which has all of the Ministerial debate regarding the Bill). Understand the touch points with existing legislation (does it enhance or undermine the current legislation?)
- Talk to others in your professional network who may have views/opinions/valuable feedback. Obtain feedback from your team, staff, professional network to ensure that you have a solid understanding of the views of your people.
- Think about the way you will best obtain those views (Zoom, phone calls, writing, Survey Monkey, cross sector groups ...)



Where To Begin(2)

Identify areas you are in support of as well as areas you disagree with (and why) – this can be refined through the feedback process

Know your audience

There are a range of Select Committees, so know who you are presenting to, what their views might be about the Bill. You can listen to their maiden speeches so that you know what is important to them during their term, and the types of questions they might have.

The approach:

Written submissions

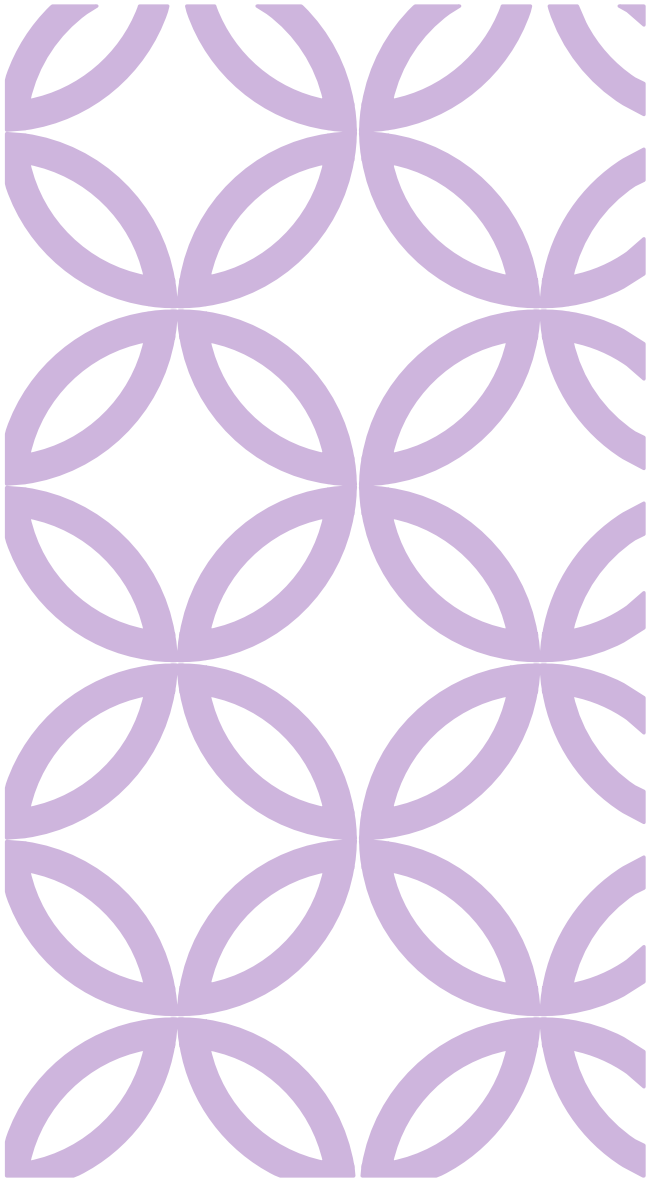
- An effective and powerful submission is a **simple one that explains your own or your group/organisational view on the subject.**
- **Submissions to Select Committees become public**, which means that anyone can see what you (or your group) have said. Ensure that any personal or identifying information is kept confidential, or that you have consent from the individual to include it in your submission.
- You can write a submission on a small part of a Bill – **you don't need to have views on all of it.**
- A good submission will **clearly communicate the views you have and why you have the views you do. What are the reasons you are for or against a bill becoming law?**
- It is compelling to refer to any other documents, research, parliament media release material – so make sure in your research you keep the links, dates, sites, reports and add as footnotes to your submission.

written submissions continued ...

- Use the rest of your submission to back up your key messages.
- It is compelling for your arguments to refer to any other documents, research, parliament media release material

Think: what do I want to say? Are the key messages clear? What will make our submission stand out and be credible for the audience?

- MP's read a lot of submissions, so use the structure of your submission to guide the reader and maintain their interest.
- Use white space, headings, sentence structuring (eg bullet points) to help to guide the reader.
- Start with an introduction to who you or your organisation are, what your mahi involves
- Follow with the elevator pitch – the key messages about why you support or oppose the bill (or parts of it).
- Fresh eyes to proofread before submitting.



Signposting What You Are Saying

- Be specific if you are referring to a particular clause in a Bill
- The language you use in your written submission can help to signpost the members of the Select Committee to your position. E.g.:

We support/oppose...

We believe it is important that/to ...

To achieve X we must Y...

The Bill as it currently stands will/will not...

I am concerned that...

We want the Bill to...

We recommend that...

We want to see X changed in the Bill so that Y...

N.B. You don't have to make recommendations – but you can if you want to

If your submission is on the longer side, a summary at the start is a good idea.

Oral submissions

Think about.....

- Who is best positioned to submit on this matter (Chair, CEO, SME)?
- Why do we have a view on the kaupapa?
- What are your pithy key messages? **Summarise them from your written submission.*
- What will make our submission stand out and be credible for the audience?
- Your voice and advocacy is valuable – make the most of the opportunity with the Select Committee and the New Zealand public to highlight areas you support and oppose (and why)
- It's a good idea to check out the submissions other people and organisations have made on the Bill before you present. You can find these on the homepage of the specific Select Committee, under the 'Submissions and Advice' tab

Oral submissions online

In the current online environment...

- Zoom is used, meaning that you can join from anywhere (this is also the case all the time, so Select Committees are more accessible). All public hearings are recorded. **You can also attend in person during non-Covid times. The Select Committees convene at Parliament in Wellington.*
- Ensure that your internet connection is stable
- The Chair of the Committee will let you know when it's your time to kōrero
- Make sure you are not on mute
- Speak slowly and clearly
- Stick to your time limit
- Allow time for questions from the Select Committee Members – they want to have a kōrerorero
- Remember it's ok to not know the answer to a question – you can follow up in writing
- Make sure you watch the guide to Zoom Select Committees (included in the next slide)

Helpful places to learn more:

- An explainer about Select Committees is [here](#) on the Parliament website
- A list of all the Select Committees is [here](#) on the Parliament website
- A list of FAQs about Select Committees is [here](#) on the Parliament website
- Helpful series of videos about Parliament in Aotearoa New Zealand, including Select Committees – view [here](#)
- How to Zoom for Select Committee – helpful guide from NZ Parliament, a must-watch before your first Zoom oral submission – view [here](#)
- Most select committees have Facebook pages where they share the videos of oral submissions – google to find them.
- For an example of a recent submission by SSPA, see our written submission [here](#) and our oral submission [here](#), on the Oversight of Oranga Tamariki System and Children and Young People's Commission Bill

The background of the image is a dense, overlapping collage of numerous small, rectangular sticky notes. These notes are in various bright colors: yellow, pink, light blue, and light green. Each sticky note features a large, bold, black question mark. The notes are scattered across the entire frame, creating a textured and busy visual effect.

Homai tō
Patai!
