



Our Australian Rice Industry

Growing Rice to Feed the World

RGA submission writing tips

Keep it short

Someone has to read all these submissions. The maximum submission length for an organisation should be five pages and two pages for individuals.

Don't get around this with long attachments. Flag any additional information that is available and can be provided to the committee on request.

Establish credibility

Outline your knowledge or experience with the issue.

Use moderate language. At all costs avoid **bold**, underline, CAPITALS or exclamation marks to emphasise key points!!!

Avoid defamatory comments and references to individuals.

Acknowledge different perspectives.

Content needs to be useful

Inquiries are not a poll of people for or against a policy. Quality of input matters. Avoid form letters.

Keep content factual and evidence based. Focus on the technical or localised information you can add.

Identify policy flaws and failure of policy objectives. Offer policy solutions to rectify identified shortcomings.

Terms of reference

The terms of reference are only a guide. You don't need to address them all – pick those of relevance.

Any input relating to the policy issue is relevant to the inquiry.

Further input

If you would be willing to appear before the committee, indicate this in the submission. However, leave your contact details out of the submission itself.