

# SUBMISSION WRITING AND CONSULTATION PROCESS

## Monitor

Every Tuesday CCACT staff monitor the following sources for consultations:

- ACT Government Your Say
- ACT Parliamentary Inquiries
- DCCEW Consultations
- ACT Development Applications
- EPBC (Referrals and Listing Assessments)
- Queanbeyan-Palerang Regional Council

Working Groups and/ or Member Groups can also alert the Council to a consultation.

## Prepare

CCACT advocacy team discuss if the consultation is a priority. Specifically staff consider:

- Whether it is strategic against organisational objectives?
- Whether it is strategic against campaign objectives?
- If member groups are active on the issue?
- Whether there is a risk in not making a submission?

CCACT communications team draft up a media strategy.

Member Groups are welcome to make their own submission and will often make them on consultations the CCACT is not submitting on.

## Engage Stakeholders

CCACT advocacy team and Working Group chairs determine whether the submission will be lead by staff or by a Working Group.

CCACT call out for input from member groups in the "Members Memo" and engage the relevant Working Group.

CCACT advocacy team may call specific stakeholders for their input.

CCACT advocacy team may hold a member group workshop.

## Plan and Draft

CCACT advocacy team or Working Group:

1. Identify key issues.
2. Map out submission structure.
3. Set a timeline for drafting and communicate that to all stakeholders who have had input.

CCACT advocacy team or Working Group draft the submission.

- Evidence & references using the format:  
Author, 'Title' (year), p#.

CCACT advocacy team or Working Group circulate draft to all stakeholders that have contributed for their comments and/ or for them to include in their own submission.

## Review and Publish

CCACT advocacy team or Working Group provide the document to the Executive Director at least 2 working days prior to its due date.

Executive Director edits and CCACT advocacy team finalise the submission.

Lead author writes a summary for the communications team.

CCACT advocacy team submit the document and send a copy to the communications team for the website.

Communications team implements media plan.