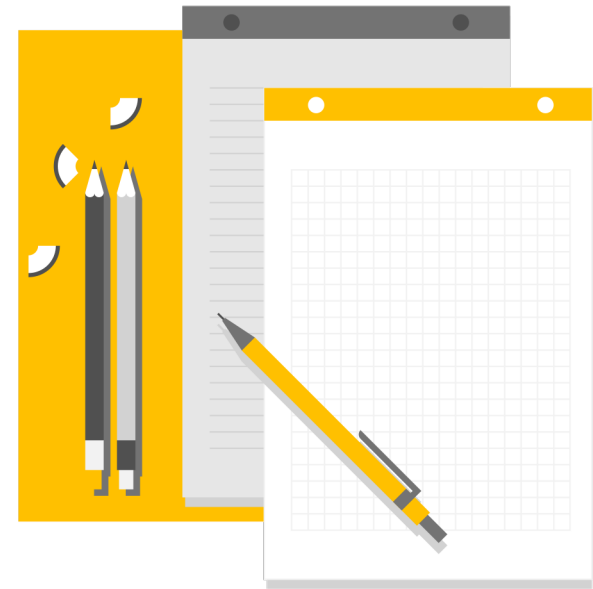
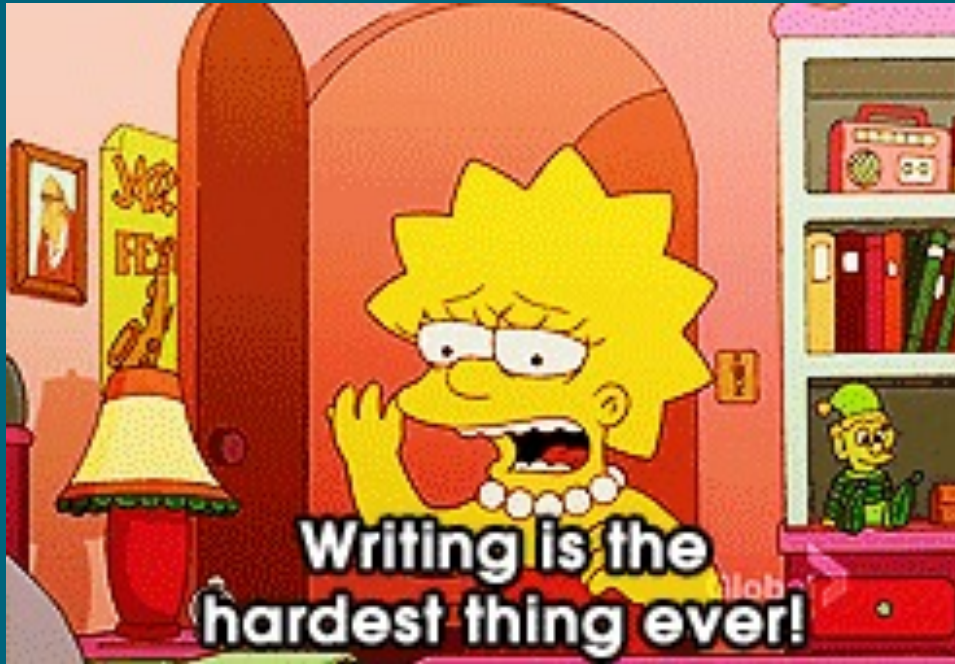


Submission Writing

23 September 2021

Kristy Kang
Policy and Public Health Manager





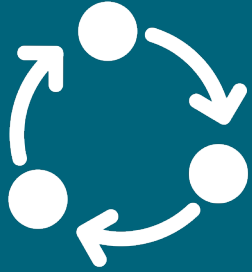
Webinar Outline:

- General tips
- Writing specifically for the Ministry's PMGH Strategy



Helpful Tips

1. Highlight your key messages
 - What is your position?
 - How is this relevant to you?
 - Who is your audience?
2. Tell a story
3. Give examples and use evidence
4. (Follow internal process)



Formatting:

How to tell your story

- Introduce yourself
 - Who are you/your group
 - Thank them for the opportunity
- Emphasise your key messages early on
- Explain your key messages
- Close
 - Thank them again
 - Summarise your key messages
 - Finish with a sentence you want them remember

Providing constructive feedback: The Sandwich

Feedback:

“This is great...”

“This is adequate...”

“This is terrible...”

v.s.

Constructive feedback:

[Compliment]

“However... [insert feedback]”

[Provide solution]

[Encourage]

Example

We **commend** the changes made to xxx Council's Gambling Venue Policy in 2018. Namely, the decision to reduce the cap of electronic gaming machines (EGMs or 'pokies') from 273 to 162 and reducing the number of EGMs that can installed in new venues from nine to five. We believe that **these changes were a step towards minimising gambling harm.**

Compliment

However, further changes can be made in this policy review to better protect those in the community. It is our view that the cap reduction to 162 EGMs, though commendable, has made little difference in reducing the amount lost by those in the community. Rather, the current cap provides an opportunity for an additional 22 machines to be installed and could lead to further losses in the community.

Feedback +
solution

Given that Class 4 gambling is the most harmful form of gambling in New Zealand, this policy review allows for xxx Council **to consider effective policies** that can help safeguard residents from gambling harm. **We advocate to xxx Council to adopt a ...**

Encourage



Strengthening our argument: Evidence and Referencing

- **Evidence**
 - Research
 - Useful resources include:
 - MoH Problem Gambling Publications
 - HPA's Health and Lifestyles Survey
 - Anecdotal evidence
- **Referencing**
 - For letters – Chicago (footnotes)
 - E.g., *“As identified by xxx¹...”*
 - For formal submissions – APA 7th or Vancouver
 - E.g., APA 7th – *“Māori are twice as likely... (Ministry of Health, 2018)”*
 - E.g., Vancouver – *“Māori are twice as likely... (1)”*

Useful tool: Referencite

The screenshot shows the Referencite website, an academic referencing resource from The University of Auckland. The browser address bar displays 'cite.auckland.ac.nz/2.html'. The website has a light blue header with the 'Referen©ite' logo and the tagline 'academic referencing resource'. A search bar with the placeholder 'enter keywords' and a 'search' button is located in the top right. The University of Auckland logo is also present. A left-hand navigation menu lists various sections: Home, Overview, Quick©ite (highlighted in black), Tools, Essentials, Writing, Electronic sources, Plagiarism, Doctor ©ite, On©ite reporter, and Finding help. The main content area is titled 'Referen©ite » Quick©ite' and features a 'Quick©ite' heading. Below this, it instructs users to check the 'Faculty Referencing Styles' and provides a link to 'Referencing Guides'. It also mentions that Quick©ite is a guide only and directs users to the 'Referencing Guides' page for more information. A quote by Oscar Wilde is displayed in a teal box: "I was working on the proof of one of my poems all the morning, and took out a comma. In the afternoon I put it back again." Below the quote, there are two dropdown menus for selecting referencing details. The first dropdown is labeled '1.' and has the text 'Select referencing style' in red. The second dropdown is labeled '2.' and has the text '---' in red.

Referen©ite » Quick©ite

Quick©ite

Check the [Faculty Referencing Styles](#) for styles used in your faculty. Quick©ite is a guide only; find other referencing information on the [Referencing Guides](#) page.

Use the drop-down selection lists to select the details of your reference.

"I was working on the proof of one of my poems all the morning, and took out a comma. In the afternoon I put it back again." Oscar Wilde (1854 - 1900)

1. 2.

<https://www.cite.auckland.ac.nz/2.html>



Ministry's PMGH Strategy 2022/23 to 2024/25

- **Purpose of the Strategy**
 - Requirement as set out by the Gambling Act
 - To address the risks and harms of gambling in Aotearoa: *“an integrated problem gambling strategy focused on public health”*
- **Purpose of the consultation**
 - Seeking feedback from stakeholders, particularly around:
 - Strategic plan (framework, goals, objectives)
 - Service plan and funding
 - Gambling levy rates



What do I/we need to know?

- **What has changed since the last Strategy?**
 - ... not much
 - Greater focus around addressing equity and stigma
 - Addition of young people/rangatahi as a priority group
 - Additional \$7 million investment
 - Increase in clinical FTE
- **What specific feedback does the Ministry want?**
 - Answering their questions around their strategic plan, service plan and funding, and gambling levy

Ministry's Questions

Strategic Plan (page 22)

- Do you agree with the proposed strategic goal, objectives, and priority action areas?
- Does the draft strategic plan adequately reflect changes in the gambling environment?
- Do you have any comments to make on the priority populations, including how we will address inequities?
- Do you have any comment to make on the matters under 'what needs to change'?

Service Plan and Funding (page 41)

- Does the draft service plan adequately cover what it needs to cover, for example, does it include the right types of services and activities?
- Do you consider the proposed funding mix for services and supports appropriate?
- Do you agree with the proposed new services (including the de-stigmatisation initiative), innovative pilots and investments?
- Do you agree with the priorities for research and evaluation that have been outlined in the draft service plan?

Gambling Levy (page 53)

- Are the player expenditure forecasts for each gambling sector (D) realistic?
- Are there realistic pairs of expenditure/presentation weightings (W1 and W2) other than those discussed in this consultation document?
- Which pair of weighting options for W1 and W2 do you prefer, if any, and why? Please keep in mind that the levy weighting options only affect the proportion of levy to be paid by each gambling sector and do not affect the total amount of the levy.
- Do you have any comment on the estimated levy rates for each sector?



How do I/we provide feedback?

- **Online**

The screenshot shows the Ministry of Health website header with the logo and a search bar. Below the header is a green banner with the text "Consultation on the Draft Strategy to Prevent and Minimise Gambling Harm". The main content area is divided into two columns. The left column contains a progress bar indicating "Page 5 of 10", a closing date of "Closes 8 Oct 2021", and a note that "This service needs cookies enabled". The right column is titled "The draft strategic plan" and contains text explaining the purpose of the strategy and its alignment with legislative provisions. A reference to the consultation document is also provided.

MINISTRY OF HEALTH
MANATŪ HAUORA

Home Find Consultations

Search

Consultation on the Draft Strategy to Prevent and Minimise Gambling Harm

Page 5 of 10

Closes 8 Oct 2021

This service needs [cookies enabled](#).

The draft strategic plan

The Gambling Act 2003 defines harm, the purpose of the strategy (to prevent and minimise gambling harm) and key components that a strategy must include. Neither these legislative provisions nor the content of the other strategic documents and frameworks with which the proposed strategy is expected to align are under consideration in this consultation.

Refer to Consultation Document Section 2: Draft strategic plan

- **Written submission**



Written Submission: Process

- **Plan**
 - Talk to your colleagues
 - Figure out your position and key messages
 - Decide whether you will answer all or some of the Ministry's questions
- **Write**
 - Structure your submission
 - Block out time for writing
 - Ask for feedback from your colleagues



Written Submission: Formatting

- **Executive Summary and/or Introduction**
 - Include key messages
- **About you/your organisation**
 - Clarify your position
- **Feedback on strategic plan and service plan (+ gambling levy)**
- **Summary**

Key Messages

1. Be clear
2. Keep it relevant
3. Write confidently



www.pgfnz.com



pgf@pgfnz.com



[@pgfnz](https://twitter.com/pgfnz)



[fb.com/pgfnz](https://facebook.com/pgfnz)

Thank You