

# Save Williamstown Submission Writing Workshop

9 August 2010

## Guidelines on Writing a Submission

By Dr Ken Marriott, Recreation and Community Planning Consultant

### Contents of your submission letter

1. **Your name, address, phone** and email contact details
2. Address your letter to

The Chair  
Former Port Phillip Woollen Mill Advisory  
Committee  
Planning Panels Victoria  
GPO Box 500  
East Melbourne, Vic 3002

or  
Post to the above address or  
Email to:  
[planning-panels@dpcd.vic.gov.au](mailto:planning-panels@dpcd.vic.gov.au)  
or fax to 03 9637 9700

3. Content & Order of your submission letter

- ◆ **Title and Date**  
(ie Submission by Local Resident re Former Port Phillip Woollen Mill Site - 20 August 2010)
- ◆ **Your Full Name** and your partner if it is joint submission
- ◆ **Who you are and any “qualifications” you have**  
(ie Parent of school aged children; traffic engineer; academic; retired shopkeeper...)
- ◆ **Headings** for each issue raised  
(ie Heritage Issues; Traffic Issues; Industrial Safety Issues; Overshadowing Issues; Suitable Uses of the Site)
- ◆ **Summary introduction** - probably best compiled after you have written the whole submission (do an opening paragraph which tells the committee what issues you will be raising in your submission)
- ◆ **Dot Points** - use dot points to give emphasis to the issues as this explains issues concisely and avoids important issues getting lost in lengthy wordy paragraphs
- ◆ **Short Clear Sentences**  
(ie “The traffic on Melbourne Rd in the mornings is being really badly effected by all sorts of new housing and new people and the West Gate Bridge has people from Hoppers Crossing and Werribee and Geelong and they are using the bridge too and if this development goes ahead I don’t know how my husband will get to work and I’ll get the children to school because we only have one car” **is better written as** “Melbourne Rd in the morning rush hour is badly congested. On the Westgate Bridge Williamstown traffic then competes with traffic from growth areas in the Werribee corridor. My husband uses the Bridge. I have to get children to school in Spotswood. I believe the new development with 1000 new residents will effect me by adding to traffic congestion.”)
- ◆ **Avoid Personal and Emotional statement** (ie The development proposed is horrible)
- ◆ **Photos, Plans** help to show what you mean but also need describing and explaining clearly and concisely
- ◆ **Use References** - quote authorities such as Council, Port of Melbourne, report in a Newspaper to support your viewpoint
- ◆ **Define Words** - make sure the words you use are clear and understandable. If you use abbreviations make sure they are defined earlier in your submission (*Hobsons Bay City Council (HBCC) - then use HBCC throughout the submission*)
- ◆ **Consider Focussing** - make sure each paragraph is short and focuses on a single issue (or related issues) as this enhances readability
- ◆ **Be Polite and check your letter before sending it**
- ◆ **Summarise** anything you consider the most important issues or arguments in your letter
- ◆ **Willing to attend the Hearings?** Say if you would like to discuss your submission verbally with the Panel.
- ◆ **Finish your letter** with Yours sincerely, with Name(s) and Signatures