



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA

VICTORIAN BRANCH (INCORPORATED)

ADMINISTRATION INSTRUCTION NUMBER 18

SUBMISSIONS ON ASSOCIATION ISSUES

Introduction

1. The purpose of this AI is to outline State Branch process for the development of an issue through to the production and presentation of a formal submission to an approving authority.
2. Every Veteran may have an opinion on Veteran related issues and how the Association should be dealing with a matter. It is the Veteran's right to have that opinion heard in a transparent manner that reflects good governance.
3. It is also important that Veterans are aware of this process and realise that when considering any such matters, the Executive, State Council and Sub-Branches need to look at the wider implications of the process.

Detail

4. All members are encouraged to speak-up about any issues they may be concerned about. This ensures that matters do not "simmer" or becomes an issue "bigger than Ben Hur".
5. Issues can be dealt with at Sub-Branch, State and National level. It is important that it is recognised that some issues will not get past "first base" or may go so far up the ladder and then "fold". This may happen because Veterans at different levels have detailed knowledge and experience on a range of matters whereas other Veterans may not have or be aware of this detailed knowledge.
6. There are a number of stages that a submission should progress through as applicable. These are addressed in detail in the following paragraphs.

Sub-Branch Administrative Action

7. Issues may be raised by individuals (concerned persons and/or members) or by groups (Sub-Branches or the State Branch Executive). The relevant entity should attempt to discuss the issue in detail and obtain all available facts so that they can be produced for consideration.
8. Discussions must be based on fact.
9. The decision to produce a submission will be dependant on the research performed by the initiating body and by the quality of its presentation of the submission/motion. Discussion generated by the motion should reveal further reasons for the acceptance of

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the issue, which will assist in the formulation of the submission. If the submission/motion is flawed then it may be rejected. Therefore, the greater the effort towards obtaining the facts and preparing the proposal will increase the chances of the submission/motion succeeding.

10. Production of Submissions. Any submission/motion needs to contain the following elements as a minimum:
 - The point of the issue;
 - The reasons why the issue should be accepted;
 - The pros and cons of the issue; and
 - The responsibility for the formulation of the submission to State should the Sub-Branch Executive decide to progress the matter
11. The Sub-Branch Executive may or may not wish to give forewarning of the issue. However once the Sub-Branch is satisfied with the submission on the issue, it should advise the State Secretary for the matter to be listed on the next State Council Meeting agenda.
12. Alternatively, the Sub-Branch Executive may determine that the submission be forwarded to the State Executive in which case it should be forwarded to the State Secretary for listing on the next State Executive Meeting agenda.

State Administrative Action

13. If the matter is forwarded to the State Secretary for the purpose of being:
 - Listed on the next State Council Meeting Agenda – the Sub-Branch needs to ensure that a member of the Sub-Branch will be present at the meeting to speak on the submission/motion.
 - Consideration by the State Executive – the State Executive:
 - i. Will consider the matter along the same lines as the Sub-Branch (as mentioned above) taking into consideration other relevant information and matters that may be available.
 - ii. May refer the matter back to the Sub-Branch.
 - iii. Refer the matter to the next State Council Meeting.
14. If the State Council determines that the matter should be progressed further, the appointment of a person, persons or a group to oversee the administrative coordination of the submission/motion may need to be made.
15. Dependant on the subject matter, it may be appropriate for a Terms of Reference to be drawn up. Such a document would provide a clear direction concerning the content of the submission/motion. If the submission is likely to be lengthy, it may be appropriate for interim reports to be made to the State Council or State Executive as appropriate.

Presenting the Submission/Motion to National

16. For a submission/motion to National to succeed, it will need to be supported by majority of the other States – this is where the quality of submission/motion comes in to its own right.
17. Procedures for submissions or motions to National are contained in the National Policy Handbook. Submission or motions to National will be circulated to all State Branches prior to the next National Congress.

Continuing the Process

17. A submission/motion may be deferred at any level for a particular reason or there may be further administrative actions required to be carried out. It is important that a strategy be put in place to ensure the submission/motion is not forgotten and is otherwise maintained.

Conclusion

18. This AI provides a broad outline of the procedure for the consideration of submissions/motion. Adherence to these processes will enable Sub-Branches and individuals to confidently take the appropriate action to successfully present a submission or a motion. It should be noted however, that depending upon submission requirements, the order in which process steps are taken may vary.