



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA

VICTORIAN BRANCH (INCORPORATED)

ADMINISTRATION INSTRUCTION NUMBER 1

ADMINISTRATION INSTRUCTIONS

Introduction

1. The purpose of Administration Instruction Number 1 is to provide information regarding literary construction of Administration Instructions (AI's) and the related administrative processes.

Detail

Administration Instructions

2. Authority Administration Instructions (AI's) are issued under authority of the Victorian State Council and do not become effective until they have been ratified by the State Council.
3. Purpose AI's are issued to:
 - a. Facilitate the successful implementation of National and State policies
 - b. Provide guidance and support to Sub-Branchees in the day to day administration of the Sub-Branchees.
4. Responsibilities A member of the State Executive shall be appointed to administer AI's throughout a period of office of an elected Executive group
5. Application AI's are applicable to the State Branch Executive, all affiliated Sub-Branchees and each member of the Sub-Branch.
 - The issues promulgated in an AI's must not be repetitive of information contained in other publications. Where there is any such conflict:
 - Where the conflict is of a legislative nature, the legislation takes immediate precedence over an Administration Instruction.
 - Where such a conflict cannot be resolved, the matter is to be referred to the responsible State Executive Officer.
6. Dispute Resolution Where a dispute arises from an AI, the matter is to be referred to the State Executive member responsible for AI administration. The matter is then to be referred by State Executive member responsible for AI administration to the State Executive at Committee meeting for consideration.

7. Administrative Process for the Introduction of an Administration Instruction An AI can be recommended to the State Executive by a member of the State Executive or a Sub-Branch.
- Where the AI is recommended by a Sub-Branch, the Sub-Branch is required to provide in writing the full details including detailed reasoning for the proposed introduction of the AI.
 - The table at Appendix 1 provides an overview of the administrative process for the development of an AI.

8. Format The sections of an AI are as follows:

Section	Description
Administration Instruction Number	Each AI will be numbered sequentially eg Administration Instruction Number 1
Title	Each AI will have a title under the AI number. This title will describe the subject and will be entered into an index of Administration Instructions
Introduction	This section will contain an introduction to the subject matter.
Subject Matter	This section will provide the detail of the AI. There is no set format to this section. It may be sub-divided by internal headings and relevant paragraphing appropriate to the complexity and length of the AI.
Conclusion	This section provides a brief summary and where applicable directs to further information on the subject matter

An example layout of an AI is at Appendix 2.

9. Register A register of all AI's is to be maintained by the responsible State Executive Officer.

The register is to take the format shown at Appendix 3.

10. Review AI's are to be reviewed at least every two years however may be reviewed at any time as appropriate.

11. Amendments Major amendments to or rewrites AI's are to be approved by the Victorian State Council. The following information is to be inserted in the table at the rear of the AI's (see Appendix 3):

- Title of AI
- Date of Amendment (Date of State Executive Meeting at which the amendment approved)
- Section/s of AI amended.

Minor amendments not effecting the substance of the AI's may be made by the State Executive.

12. Distribution / Issue of Administration Instructions The State Executive member responsible for the administration of AI's is to forward a copy of all correspondence regarding AI's to the State Secretary. This includes copies of AI, any amendment etc.

- New AI's are to be issued to each Sub-Branch within 28 days of being adopted at a State Council Meeting

- A complete set of AI's are to be issued to each Sub-Branch at each years' Annual General Meeting.
- AI's are to be placed on the State Branch website.

Conclusion

13. Administration Instructions will assist with the efficient management of the State Branch.
14. Any enquires regarding AI's can be directed to the State Executive responsible for administering the AI's. Details can be obtained from the State Secretary.

**APPENDIX 1 TO
ADMINISTRATION INSTRUCTION NO 1**

PROCESS FOR DEVELOPMENT OF ADMINISTRATION INSTRUCTION

(Refer Section 7 AI No 1)

- Step 1** - Proposal for development of an Administration Instruction or amendment of an Administration Instruction AI received by the State Secretary
- Step 2** - Proposal considered at next State Executive Meeting.
- Step 3**
- Matter to be progressed – State Executive Member appointed to oversee writing of AI – a time frame may be applied.

or

 - Matter not to be progressed – no further action with relevant Sub-Branched/members as applicable to be advised in writing.
- Step 4** - Draft of AI prepared for distribution to Sub-Branched.
- Step 5** - Sub-Branched to provide a written response to the responsible State Executive This must be done within 45 days from the date of dispatch of the draft document from the State Office.
- Step 6** - Sub-Branch written responses considered and final draft prepared.
- Step 7** – Final draft presented to the State Council for ratification.
- Step 8** AI published and distributed to Executive Members and Sub-Branched.



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LAYOUT EXAMPLE

Note: AI No 1 is in the format listed below - refer Section 8 of AI No1

ADMINISTRATION INSTRUCTION NUMBER XX

TITLE

Introduction

Detail

Conclusion

**APPENDIX 3 TO
ADMINISTRATIONINSTRUCTION NO 1**

REGISTER OF ADMINISTRATION INSTRUCTIONS

(Refer Section 9 of AI No 1)

AI No	Title	Date Adopted	Date/s Reviewed	Date Superseded

AMENDMENT RECORD OF ADMINISTRATION INSTRUCTIONS

(Refer Section 11 of No 1)

AI No	Title of AI	Date of Amdt	Section/s of AI Amended
	EXAMPLE		