



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED

Administrative Instruction 18/2011 **SUBMISSIONS ON ASSOCIATION ISSUES**

Introduction

1. An issue is usually initiated by the voicing of an opinion concerning action the Association should be taking, or the direction it should be going. If nothing further happens, the issue dies until such time as it is raised again, and this process could go on and on without being resolved. The aim of this AI is to outline the process the State Branch should adopt as a standard operating procedure for the development of an issue through the different stages to the actual production and presentation of a formal submission to an approving authority.

Detail

2. There are a number of stages that a submission should progress through prior to achieving the final objective. These different stages are addressed in detail.

Development of the Issue

3. Issues are either raised by individuals (concerned persons and/or members) or by groups (sub-branches or the State Branch Committee). The relevant entity should discuss the issue in detail and obtain all available facts so that they can be produced for consideration.

State Council Motion

4. Upon development of an issue, the person, sub-branch or State Executive should present the issue as a motion at a State Council Meeting. The motion should address:
 - (a) The point of the motion;
 - (b) The reasons why the issue should be accepted;
 - (c) The benefits of its acceptance;
 - (d) The limiting parameters; and
 - (e) If the motion is accepted, the responsibility for the formulation of the submission.
5. 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 motion. Discussion generated by the motion should reveal further reasons for the acceptance of the issue, which will assist in the formulation of the submission. If the motion is flawed then it will probably be rejected. Therefore, greater the effort towards obtaining the facts and preparing the proposal will increase the chances of the motion succeeding.

Production of Submissions

6. If the State Council approves the motion that an issue is presented as a submission then responsibility for the production and management of the submission needs to be determined. The Manager appointed by the State Council can either be an individual or a group. The Manager is assigned the responsibility for the coordination and production of the submission on behalf of the State Branch.

7. The State Branch would need to provide Terms of Reference so that clear direction concerning submission content is given. If the submission is likely to be lengthy, interim reports are advisable to ensure that the final submission is within the Terms of Reference.

Presenting the Submission

8. There are some tactics, which need to be considered when presenting submissions to the National Council for consideration. Regardless of the quality of the submission it will need to be 'sold' to other State Branches so that it has support at the national level before it is considered for endorsement by the National Council.
9. The submission should only be presented after making an effort to fully advise about the issue so as to ensure sympathetic consideration.

On-Going Review

10. Once submissions have been accepted and implemented, revision or alteration may be required from time to time. The State Branch needs to constantly oversee the implementation and results so that unauthorised changes are not introduced.

Conclusion

11. This AI only provides a broad outline of the processes involved in the production of a successful submission. Adherence to these principles and processes will enable sub-branches and individuals to confidently take appropriate and successful action. However, depending upon submission requirements, the order in which process steps are taken may vary.

Authority

State Council Meeting: 20th Feb. 2011