



AASP SUBMISSIONS POLICY

The AASP regularly submits our point of view to the Government on various matters pertaining to aged care and disability. These submissions are sometimes in response to a Government call for submissions when legislation is under review. Usually a Terms of Reference and/or discussion paper is provided to guide the submission.

The AASP 'submissions sub committee' is responsible for responding to and preparing submissions on the behalf of the association.

Process:

1. Submission received by AASP committee in writing.
2. Committee discussion re. submission.
3. Committee approve / deny submission.
4. Head of AASP submissions seeks member input and completes submission.
5. Final approval from AASP president of any amendments and submission sent to relevant authority.

Submissions are to be presented to the association members via email or through the AASP private members group.

Members will have the opportunity to request to contribute content or respond to the submission.

Submissions may also be put forward by a member who feels we need to address a particular issue publicly as a peak body and as advocates for the consumer (our clients).

These submissions must be directed to the AASP 'submissions sub committee' in writing to membership@aasp.org.au for approval before being presented to members for opinion and contributions.

Committee Responsibilities:

- To ensure any submissions on behalf of the AASP reflect our values and mission.
- To present submissions and relevant background information to AASP members in a timely manner which allows members to respond or contribute if desired by the requested date of reply – usually 7-10 days unless the deadline for submission is more urgent.
- Amend submission to reflect membership input where appropriate and approve final draft before submission.

Member Responsibilities:

- Respond to comments on AASP submissions by the requested date of reply.
- Understand that silence from the membership will be viewed by the committee as acceptance of the proposed submission.

* Members can make submissions under their own names independently of the AASP but must adhere to and abide by all AASP rules, policies, guidelines and directives in regard to being clear that it is their personal view.