

POLICY	SUBMISSION POLICY
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Purpose This policy outlines how a submission may be made to NMDHB and how the organisation will deal with that submission.

Background The Board is committed to involving the community in its activities and decision making.

The submission process is a mechanism essential for the successful implementation of the Board's Community Involvement Policy.

Scope This policy covers those submissions generated from community interest or concern.

When the Board formally consults, the mechanism for making a submission will follow this policy unless specifically outlined as part of that consultation process.

Policy NMDHB welcomes submissions from any individual or community of interest (the submitter) who consider they can assist the Board fulfil its objectives.

Access Individuals or communities of interest wishing to make a written submission, or request to make an oral submission, may do so to one of the Board's Advocacy and Expert Reference Groups or a Board Committee through the Chief Executive Officer, a General Manager, or Professional Advisor.

Presentation and Content A submission needs to include:

- Background/context including current situation;
- Recommendation/s;
- Link to National Strategy or Board objectives;
- Anticipated Health or Disability support gain;
- Affected population;
- Estimated resource requirements.

Written submissions are to be a maximum of 1000 words. Additional material may be provided as appendices.

A written submission would ideally be typed and if possible, provided also in electronic form.

Submitters may request the opportunity to speak to their submission at the Board Committee. This will be at the discretion of the Committee Chairperson or Deputy.

Whilst the preference is for written submissions the Board will, if necessary, accept oral submissions.

Oral submissions are to be made in the first instance to one of the above Board Officers. From the oral submission staff will prepare a written summary of the

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submission for inclusion in the appropriate Committee Agenda.

Process

Submissions made to an Advocacy and Expert Reference Group will be considered by the group and as soon as possible presented to the appropriate Committee or Board along with the commentary and recommendation of the Group.

Submissions made to a Board Committee will be considered at the earliest opportunity after receipt.

Following consideration the Committee will either:

- Refer the submission to the Board, with a recommendation; or
- Refer the submission to Board Officers or Expert Reference Group for further information and advice; or
- Accept the submission for further consideration at a later date;
- Decline the submission as the recommendation/s is considered outside the scope of the Board's current activities or capability.

Submissions sent to the Board Officers or Expert Reference Group for further information and advice are reported back, at least in progress form, to the next and each subsequent meeting of the Committee.

The Committee's decision is communicated to the submitter, in writing, within 5 working days of the decision. The Committee's decision is final.

Submitters cannot re-submit the same issue within a two year time frame unless there has been a material change to a significant aspect of the advice.

When a submission is personally presented at a public meeting or to a Board Officer, questions seeking clarification (but not challenging) may be put to the submitter.

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