



Murray Darling Association Inc.

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463 High Street
P.O. Box 1268
Echuca, Vic 3564

Ordinary Meeting of the Board 5.30pm on Tuesday 28th August 2018 Leeton Soldiers Club

MINUTES - MEETING No. 378

1. ATTENDANCE

1.1 Present

Cr David Thurley	Albury City Council	Region 1
Cr Peter Mansfield	Moira Shire Council	Region 2
Cr Jane MacAllister	Wentworth Shire Council	Region 4 (proxy)
Cr Peter Hunter	Renmark Paringa Council	Region 5
Cr Barry Featherston	Alexandrina Shire Council	Region 6
Cr David Shetliffe	Town of Walkerville	Region 7
Cr Paul Maytom	Leeton Shire Council	Region 9
Cr John Campbell	Gunnedah Shire Council	Region 11
Cr Richard Marsh	Balonne Shire Council	Region 12
Pete George	M&S Group	Treasurer
Emma Bradbury	MDA	CEO
Scott Bourne*	MDA	Communications Officer

* Non-board member – attendance by invitation

1.2 Apologies

Cr Melisa Hederics	Wentworth Shire Council	Region 4
Cr Denis Clark	Northern Areas Council	Region 8

1.3 Declarations

Nil

2. PREVIOUS MINUTES

2.1 Meeting 377 held 9.30am Monday 23rd July 2018

Please click on the link to [Minutes of Meeting 377](#)

Motion: That the minutes of board meeting 377, held at 9.30am on Monday, 23rd July, 2018 be accepted as an accurate record of that meeting.

J Campbell/D Shetliffe

Carried

3. REPORTS

3.1 Chairman's Report

The Chair reported on the Murray-Darling Basin Authority's appointment of four local government representatives on its Basin Community Committee.

3.2 Finance Reports

The July finance reports will be tabled at Board Meeting 379.

3.3 Chief Executive Officer's Report (Attachment 1)

The Chief Executive Officer tabled the August edition of *Basin Bulletin* and other reports as read.

A trip to Canberra during the week prior to the meeting produced valuable discussions with senior agencies and stakeholders.

The meeting with the Murray-Darling Basin Authority resulted in collaborative efforts, with an undertaking the Memorandum of Understanding between the two bodies will be looked at for renewal. This meeting also focuses on other projects and opportunities for the association.

The Chief Executive Officer also met with the Federal Department of Water and Agriculture to start the conversation leading from correspondence Federal Agriculture Minister, David Littleproud sent to the association. Departmental representatives indicated the department wants to work with the association in relation to this matter, with the next steps in the process to occur in the coming months.

Action: Circulate a copy of the Memorandum of Understanding between the Murray-Darling Basin Authority and Murray Darling Association to all board members.

3.4 Region reports

Region chairs spoke to current issues/events in their regions:

Region 2 – Environmental water has been released down the Murray River to create a small flood within the Barmah Forest. This is the second type of environmental works to occur in the region in the past few months and follows on from the Murray-Darling Basin Authority's efforts to drawdown Lake Mulwala to enable the clearing of weeds.

Region 4 – The August edition of *Basin Bulletin* referred to community meetings held in relation to the six options outlined for the Lower Darling Options Analysis. Public meetings in the region have provided strong feedback, with a submission to be created prior to the development of the cost-benefit analysis.

Region 6 – Some comments in relation to the drought, water management and the role of communities located around the Lower Lakes were described as unfair.

Region 7 – The Annual General Meeting for Region 7 has been rescheduled to after the completion of the South Australian local government elections to enable councils to determine delegates for meetings. The region also noted nominations are open for the Local Government Association of South Australia presidency, which alternates between a city and country-based representative. A country-based municipal leader will oversee the organisation in 2018-19, with the region believing that if the Murray Darling Association wishes to build relationships with councils, it would be ideal that the successful nominee understands the association.

Region 8 – Efforts are occurring between Region 8 chair, Mayor Denis Clark and the Legatus Chief Executive Officer to arrange for region meetings to occur. The association also gave a digital presentation to the District Council of Mount Remarkable during the month.

Region 9 – Recent media reports have focused the relevance of the Murray Darling Association, following on from comments made by the Griffith Business Council and Murray River Council's decision to withdraw its membership. Board members welcomed efforts in recent days through interviews broadcasted on ABC Riverina but called for others – ranging from statutory bodies to government ministers – to promote the work the association is undertaking.

3.5 Communications and engagement report (Attachment 2)

The attached document summarises the engagement the association undertook in relation to promoting the 74th National Conference and Annual General Meeting – ranging from the distribution of media releases, e-mails to previous conference attendees, newsletters and direct correspondence

with contacts- and its impact on registration numbers.

The efforts undertaken were significantly greater than promotional efforts for previous conference, which helped generate record registrations for this year's event.

Any ideas and strategies for the promotion of the 75th National Conference and Annual General Meeting are welcomed.

Motion: That the reports are accepted.

P Hunter/J MacAllister

Carried

4. BUSINESS ARISING

4.1 Flying Minutes

4.1.1 Late motion

That Motion 18 – proposed by City of Greater Shepparton and endorsed at Region 2 meeting June 2018 be included in the MDA agenda for the 2018 annual general meeting.

4.1.2

Strategic Advisory Committee Terms of Reference

That further to item 377-7.1 the board adopt the amended Terms of Reference.

4.1.3

Strategic Advisory Committee appointments

That the board approve the interim appointment of the following individuals to the inaugural MDA Strategic Advisory Group for a period of three months, with enduring appointments to be confirmed at that time.

Name	Position	Council/LGA	State
Gerard José	CEO	Mildura Rural City Council	Victoria
Peter Bond	CEO	MRLGA	SA
Matthew Magin	CEO	Balonne Shire Council	Queensland
Adrian Butler	GM	Federation Shire	NSW
John Clements	Advisor	Senator Federal	N/A
Pete George	Treasurer	MDA Board	-

Motion: That Flying Minutes 4.1.1, 4.1.2 and 4.1.3 be noted.

D Shetliffe/P Mayton

Carried

General discussion occurred regarding the intended role of the Strategic Advisory Committee. The current Strategic Advisory Committee, as per adopted Terms of Reference, intended to provide the board with strategic advice on operational/executive type functions.

Discussion emerged exploring the opportunity for the formation of a Strategic Advisory Committee to consider broader regional strategy. This was acknowledged as a very valuable, if distinct, opportunity.

Also, the importance of open discussion at board level on matters requiring active collaboration (such as the Strategic Advisory Committee) was noted. Use of Flying Minute in these matters to be avoided, where possible.

4.2 Future National Conferences

4.2.1 Host region 2020

Regions have started seeking feedback from member councils in relation to hosting the 76th National Conference. Expressions of interest close by the distribution of meetings papers for Board Meeting 380 [October 22nd, 2018].

4.3 Standing Orders

(Attachment 3)

Draft Standing Orders have been prepared for the conduct of MDA meetings.

Motion: That the Board adopt Standing Orders for the conduct of MDA meetings, which are to be reviewed at Board Meeting 379 [September 24th, 2018].

P Maytom/P Hunter

Carried

5. GENERAL BUSINESS

5.1 Sale of environmental water

Discussions occurred in relation to the Commonwealth Environmental Water Holder's announcement on August 28th, 2018 to sell 20 gigalitres of water from the Goulburn Valley in Victoria.

Motion: That the Murray Darling Association endorse the decision by the Commonwealth Environmental Water Holder to release environmental water from the Goulburn Murray Irrigation District.

P Mansfield/P Maytom

Carried

Motion: That the CEO of the Murray Darling Association writes to the Commonwealth Environmental Water Holder to seek better understanding of the criteria for the release of environmental water for consumptive purposes across all catchments.

R Marsh/B Featherston

Carried

6. MEMBERSHIP APPROVALS

No new membership applications

7. STRATEGY

7.1 Strategic Advisory Group

(Attachment 4)

The Strategic Advisory Group held its first meeting on August 22nd. Minutes were tabled.

Motion: That the board note the minutes of SAG001 and tasks the Strategic Advisory Group to consider the following items, with advice to be provided to the board by Board Meeting 381 [November 26th, 2018]:

- Regional boundary review; and
- Financial capabilities.

B Featherston/P Hunter

Carried

8. CLOSE



The Hon. David Littleproud MP

**Minister for Agriculture and Water Resources
Federal Member for Maranoa**

Ref: MS18-000695

25 JUN 2018

Ms Emma Bradbury
Chief Executive Officer
Murray Darling Association
463 High Street
ECHUCA VIC 3564

Dear Ms Bradbury

Thank you for your letter correspondence of 15 March 2018 about the development of a socio-economic impacts assessment and response framework for the Basin Plan. I apologise for the lateness of my reply.

Firstly let me thank you for your continued support and commitment to implementing the Basin Plan. The Australian Government and the Murray Darling Association (MDA) share the same vision for a healthy Murray–Darling Basin, and I recognise the significant contribution the MDA brings by its representation of local government and communities on Basin Plan issues.

I understand that the MDA's proposal, developed in partnership with CSIRO and the University of Canberra, would initially involve the development of an assessment framework. This framework would be applied to assess the socio-economic impacts of the Basin Plan to date as well enable future assessment of this nature. As part of your proposal, the development of a framework for assessing establishing the socio-economic neutrality is also envisaged to optimise the design of programs for the recovery of 450 gigalitres through efficiency measures.

As you may be aware that on 8 June 2018, Basin Ministers agreed that in relation to on-farm infrastructure efficiency measures they would work to develop agreed additional program criteria to ensure neutral or beneficial socio-economic outcomes. This work will take into account wider regional impacts and the impact of cumulative implementation of programs and will be considered by the Ministerial Council meeting for decision by the end of 2018.

I expect that the work commissioned by the Ministerial Council will be informed by consultations with Basin jurisdictions and stakeholders including the MDA. In view of the MDA's longstanding interest in this issue I have asked my Department to look at how this process can better engage local government and your organisation in particular.

I look forward to working with you and the MDA on Basin Plan implementation into the future.

Yours sincerely

DAVID LITTLEPROUD MP

74th National Conference – Promotions report

Week beginning	Tasks completed	Registrations
May 28	<ul style="list-style-type: none"> • Cvent e-mail sent to conference stakeholders 	18 (+13)
June 4		26 (+8)
June 11	<ul style="list-style-type: none"> • Cvent e-mail sent to conference stakeholders 	32 (+6)
June 18	<ul style="list-style-type: none"> • Attendance at Australian Local Government Association National General Assembly 	34 (+2)
June 25	<ul style="list-style-type: none"> • Media release <ul style="list-style-type: none"> ○ Program emphasis • Cvent e-mail sent to conference stakeholders • Newsletter distributed to stakeholders 	47 (+13)
July 2	<ul style="list-style-type: none"> • Media release <ul style="list-style-type: none"> ○ Emphasis on Civic Reception and Night Glow 	59 (+12)
July 9	<ul style="list-style-type: none"> • Cvent e-mail sent to conference stakeholders 	66 (+7)
July 16	<ul style="list-style-type: none"> • Media releases <ul style="list-style-type: none"> ○ Emphasis on day 1 socio-economic neutrality presentation ○ Murray River Council-specific focus 	72 (+6)
July 23	<ul style="list-style-type: none"> • Media releases <ul style="list-style-type: none"> ○ Confirmation of motions to be debated at AGM ○ Emphasis on day 2 panel session • Cvent e-mail sent to conference stakeholders • Newsletter distributed to stakeholders 	84 (+12)
July 30	<ul style="list-style-type: none"> • Cvent e-mail sent to conference stakeholders 	91 (+7)
August 6	<ul style="list-style-type: none"> • Targeted e-mail campaign to MDA contacts • Cvent e-mail sent to conference stakeholders 	114 (+23)
August 13	<ul style="list-style-type: none"> • Media releases <ul style="list-style-type: none"> ○ Confirmation of Productivity Commission report release ○ City of Greater Shepparton-specific focus ○ Drought relief raffle ○ Confirmation of Minister Blair's attendance • Cvent e-mail sent to conference stakeholders 	132 (+18)
August 20	<ul style="list-style-type: none"> • Newsletter distributed to stakeholders 	



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Strategic Advisory Subcommittee – Meeting 001

[Teleconference](#)

2.30pm Wednesday 22nd August 2018

1. ATTENDANCE

1.1 Present

Emma Bradbury	CEO	MDA Chief Executive Officer
Peter Bond	CEO	The Murraylands and Riverlands LGA (SA)
Adrian Butler	GM	Federation Council (NSW)
John Clements	Advisor	Qualified external specialist
Pete George	Treasurer	Murray Darling Association
Matthew Magin	CEO	Balonne Shire Council (QLD)
* Gerard Jose	CEO	Mildura Rural City Council (VIC)

* Intermittent/external attendance due to technical limitations. Not present at meeting.

1.2 Apologies

Nil

1.3 Declaration of Interests

Nil

2. GENERAL BUSINESS

2.1 Welcome and introductions

Each representative was welcomed, and provided a brief introduction:

Peter Bond – South Australia

With over 30 years' experience in Local Government, Peter Bond has a strong reputation for being a transformational leader, who maintains a considerable strategic network, strong 'local government' acumen, an understanding of political and local contexts, experience in leading change, skills both broad and technical in a wide and varied range of aspects.

Adrian Butler

With almost 20 years' experience in local government in NSW, Adrian Butler's career experience includes positions as Environmental Health and Building Surveyor with Balranald Shire, Manager Environmental Services with Bourke Shire, Director of Planning and Environment with Lachlan Shire and General Manager at Urana Shire. After a period in Wagga as Acting Director Planning, Adrian is now the General Manager of Federation Shire Council.

John Clements – Qualified external specialist

Based in the Wee Waa Narrabri area, John Clements has 18 years of experience in the development and implementation of water policy in New South Wales, involved in the establishment of Namoi Water and as the Executive Member of Macquarie River Food and Fibre (MRFF).

John has served as a Councillor for the Narrabri Shire Council and was involved in the development of the Namoi Councils Water Working Group, having served on that group as both an industry representative and also as a local government representative.

Between 2012 and 2016 John served a member of the Northern Basin Review Advisory Committee. John is currently an advisor to a Federal Senator.

Gerard José – Victoria (Intro provided by EB)

Gerard José joined Mildura Rural City Council as CEO in October 2014. He has extensive experience working in the local government, community and not-for-profit sectors.

Gerard is a long-term active supporter and participant of the MDA. Accepting an interim position on the board in 2015 Gerard was instrumental in re-establishing Region 4, developing the MDA Strategic Plan 2016-19, and demonstrating stability, consistency and council support for the organization.

Matthew Magin - Queensland

Matthew spent his early working life in the high-volume retail sector managing large supermarkets and department stores. Before changing direction to move into the field of sustainable regional economic development as the CEO of a member-based economic development organisation before accepting a role with the State government in the same discipline. He spent 7 years in Federal Government on the political side of the fence which provided him with a solid grounding in political processes and government at the local, state and national levels.

Pete George – Board Member

Pete is Partner and Associate of M+S Group Accounting Pty Ltd and has been with the firm since 1990. With over 30 years' experience in the field, he is a member of the Australian Society of Certified Practising Accountants and has a vast knowledge of taxation, GST, business structures, Self-Managed Super Funds, succession planning, general and specialist accounting. As an accountant supporting farmers, families, and businesses across the Southern Connected Basin, Pete has a deep and personal commitment to ensuring that the resources of the Murray Darling Basin serve the needs of our communities and the natural environment for all generations yet to come.

2.2 Appointment of the Chair

The appointment of the chair was held over until all committee members are in attendance. General discussion occurred in relation to the role of the chair. Points to note were:

- The Chair should be a Local Government representative; and

- The role of the Chair is to liaise with/to the Board.
- Emma to circulate a PD for the role.

2.3 Adoption of the Terms of Reference

Committee members noted the following:

- A typo on page 3; and
- Under Mode of Operation, the committee will meet at least four times per year, with “four additional meetings to occur as required”.

It was noted that in order to be effective, it will be important for the SAG to meet more regularly that 4 per year. How that mix of meeting is to be achieved – face to face, telecon, video conference etc - will require a bit of planning and flexibility, given the geographic spread, resourcing, and availability of the group.

Motion: That the committee recommends to the Board the adoption of the Terms of Reference, as amended.

P Bond/A Butler

Carried

2.4 Items for next meeting

Committee members recommended the following items to be discussed at the next meeting, and be prioritized on advice from the board:

- The role of the Regions;
- Regional performance;
- Review of Region boundaries;
- Items noted on proposed Agenda #1.

2.5 Committee’s understanding of Murray Darling Association operations

It was noted that it would be beneficial to conduct a session – essentially *Murray Darling Association 101* – for all committee members to establish a shared understanding of how the business operates, particularly for those who have not had exposure to regular regional meetings, the National Conference etc.

Action: Emma Bradbury to engage with committee members to undertake this session, either individually or collectively.

2.6 Overview of Canberra discussions

Emma Bradbury provided a brief overview of the meetings conducted in Canberra in the past two days, noting particularly that both the Murray-Darling Basin Authority and Department of Agriculture and Water Resources indicated an increasing level of value they saw in effectively utilizing the Murray Darling Association as the conduit to meaningful engagement with local government and the communities they serve.

3. NEXT MEETING

It is proposed meetings will be held on the third Wednesday of the month. Board meetings are held on the 4th Monday of the month. This arrangement may be reviewed to ensure the most effective interface between the two. The next meeting will be held on:

Wednesday, September 19, 2018

2.30pm

4. CLOSE 3.10pm



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Standing Orders for Meetings of the MDA, Board, Executive Committee and other MDA Committees (regions)

MDA POLICY NUMBER	#000
Date adopted	August 2018
Authorised by	Board/General resolution

BACKGROUND

The MDA's Constitution (Part 4) provides that the Board may make policies or Codes for the proper conduct of MDA which will be binding on Members to the extent not inconsistent with this Constitution.

These standing orders regulate the mode and conduct of proceedings at all or any of MDA meetings (Ordinary General Meetings and Annual General Meetings), and meetings of the Board, Executive Committee and other MDA Committees (regions).

Decisions relating to standing orders may only be made if at least two thirds of the Members of the MDA Board are present.

This policy was established by the Board pursuant to the Constitution.

It sets out standing orders for meetings of the Board (Part A) and MDA Committees (Part B), and provisions relating to the keeping of Minutes and Members' access to Minutes (Part C).

These standing orders are modelled on a combination of several state Local Government (Proceedings at Meetings) Regulations, which provide procedural rules for Council and Council Committee meetings.

While the MDA is not bound by these Regulations, there is an expectation by Member Councils that the MDA will conduct its affairs generally in accordance with the rules applicable to Councils, insofar as they are both reasonable and relevant to the operations and business of the MDA.

PART A

STANDING ORDERS - MDA Board and General Meetings

Guiding Principles

The following principles should be applied with respect to the procedures to be observed at meetings. The procedures should:

- i) be fair and contribute to open, transparent and informed decision-making;
- ii) encourage appropriate participation by the elected and appointed representatives of Member Councils;
- iii) reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting; and
- iv) be sufficiently certain to give Member Councils and other key stakeholders confidence in the deliberations undertaken at the meeting.

Commencement of Meetings and Quorums

1. In accordance with the MDA Constitution, unless the Board Members determine otherwise, a quorum for a Board meeting is the nearest whole number above 50 percent of the members of the Board and who are present in person or by Deputy Board Member.
2. Meetings will commence as soon after the time specified in the notice of the meeting as a quorum is present.
3. If the number of apologies received in advance of a meeting indicates that a quorum will not be present, the meeting may be adjourned to a specified day and time.
4. If a quorum is not present at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement, the Chair of the Board meeting or, in his/her absence, the Chief Executive Officer, will adjourn the meeting to a specified day and time.
5. If a meeting is adjourned to another day, the Chief Executive Officer must give notice of the adjourned meeting to each Member, setting out the date, time and place of the meeting.

Member to Vacate Office

With the exception of the office of President, a Board Member vacates office if the Member is removed from office by resolution of the Board on the ground that he or she has been absent, without leave of the Board, from 3 successive meetings of the Board each of which meetings was scheduled under Part 4 s13(4) of the Constitution.

Confidential Matters

1. From time to time it may be necessary or appropriate for a meeting to consider a matter in confidence. Examples include (but are not limited to) matters which may:
 - result in the unreasonable disclosure of information concerning the

- personal affairs of any person (living or dead);
 - confer a commercial advantage on a person, prejudice the commercial position of the MDA, or disclose a trade secret (including considering
 - tenders for the supply of goods and services);
 - be contrary to the public interest;
 - affect the security of the MDA including Board Members and MDA officers, employees, property or assets;
 - prejudice the maintenance of the law, including the prevention, detection or investigation of a criminal offence, the right to a fair trial, or any other legal obligation or duty conferred by the courts or by legislation;
 - involve information relating to actual or anticipated litigation; or
 - involve information given to the MDA on a confidential basis.
2. The Chief Executive Officer may determine, as an interim measure, that a matter to come before the Board should be considered in confidence, and may mark a report or agenda accordingly.
 3. Upon receipt of a report or agenda item marked 'confidential', Members will not disclose its contents to any person, prior to the meeting at which it is to be discussed.
 4. Prior to consideration of a matter which is proposed to be treated in confidence (including any report, verbal report, or motion), the Board shall first vote on a separate motion to declare the matter as confidential. The separate motion shall give details of why the matter is to be considered in confidence.
 5. If a matter is considered in confidence, the Board may order that the relevant documents and minutes be kept confidential, which should include the duration of the order, or the circumstances under which the order will cease to apply or period after which the order has to be reviewed.
 6. Following a decision by the Board to treat a matter as confidential, the Chair of the Board meeting may immediately ask any person or persons (not including Members of the Board) to leave the room while the matter is considered.
 7. Notwithstanding a decision by the Board to treat a matter as confidential, nothing shall prevent the staff of the MDA Secretariat from conveying the Board's decision on the matter to those persons who have an interest in it.

Questions

1. A Member may ask a question on notice by giving the Chief Executive Officer written notice of the question at least ten clear days before the date of the meeting at which the question is to be asked.
2. If notice of a question is given, the Chief Executive Officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked, and the question and the reply must be entered in the minutes of the relevant meeting.
3. A Member may ask a question without notice at a meeting. The Chair of the Board meeting may allow the reply to a question without notice to be given at the next meeting.

4. A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the Members present at the meeting resolve that an entry should be made.
5. The Chair of the Board meeting may rule that a question with or without notice not be answered if, in his or her opinion, the question is vague, irrelevant, insulting or improper.

Motions

1. A Member may bring forward any business in the form of a written notice of motion. The notice of motion must be given to the Chief Executive Officer at least ten clear days before the date of the meeting at which the motion is to be moved.
2. A Member may also bring forward any business by way of a motion without notice.
3. The Chair of the Board meeting may refuse to accept a motion without notice if he or she considers that the motion should be dealt with by way of a written notice of motion, or if the subject matter is, in his or her opinion, beyond the power of the MDA, or if the motion is vague, irrelevant, insulting or improper.
4. A motion will lapse if it is not seconded at the appropriate time.
5. A Member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.
6. A Member may only speak once to a motion except to provide an explanation in regard to a material part of his or her speech.

Amendments to Motions and Variations

1. An amendment will lapse if it is not seconded at the appropriate time.
2. A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.
3. If an amendment is lost, only one further amendment may be moved to the original motion.
4. If an amendment is carried, only one further amendment may be moved to the original motion.
5. The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw a motion or amendment.

Addresses by Members

1. A Member must not speak for longer than five minutes at any one time without leave of the meeting.
2. A Member may, with leave of the meeting, raise a matter of urgency.
3. A Member may, with leave of the meeting, make a personal explanation.
4. The subject matter of a personal explanation may not be debated.

Voting

1. The Chair of the meeting, or any other Member, may ask the Chief Executive Officer to read out a motion before a vote is taken.

2. The Chair of the meeting will, in taking a vote, ask for the votes of those members in favour of the motion and then for the votes of those Members against the motion (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
3. A person who is not in his or her seat is not permitted to vote.
4. All motions will be determined on the basis of a majority vote of Members present and entitled to vote.
5. The Chair of the meeting shall have a deliberative vote, and if there are equal numbers of votes on any motion, a second or casting vote.

Divisions

1. A division will be taken at the request of a Member.
2. If a division is called for, it must be taken immediately and the previous decision of the Chair of the meeting as to whether the motion was carried or lost is set aside.
3. The Chief Executive Officer will record in the minutes the names of the Members who voted in the affirmative and the names of the Members who voted in the negative (in addition to the result of the vote).

Suspension of Standing Orders

1. If the Chair of the meeting considers that the conduct of a meeting would benefit from suspending the operation of all or some of these standing orders for a period of time in order to allow or facilitate informal discussions, the Chair may do so, with the approval of the majority of the Members present at the meeting.
However standing orders relating to the maintenance of a quorum may not be suspended under any circumstances.
2. The period of suspension will come to an end when the Chair of the meeting so determines, or when a majority of the Members present at the meeting resolve to do so.

Points of Order

1. The Chair of the meeting may call to order a Member who is in breach of these standing orders.
2. A Member may draw to the attention of the Chair of the meeting a breach of these standing orders and must state briefly the nature of the alleged breach.
3. A point of order takes precedence over all other business until determined.
4. The Chair of the meeting will rule on a point of order.
5. If an objection is taken to the ruling of the Chair, a motion that the ruling not be agreed with must be moved immediately.
6. The Chair of the meeting is entitled to make a statement in support of the ruling before a motion under part 5 above is put.

Interruption of Meetings

1. A Member must not, while at a meeting behave in an improper or disorderly manner; or interrupt another Member who is speaking, except to object to words used by a Member who is speaking; or call attention to a point of order; or the lack of a quorum.

2. If the Chair of the meeting considers that a Member may have acted in contravention of part 1 above, the Member must be allowed to make a personal explanation.
3. The relevant Member must then leave the meeting while the matter is considered by the meeting.
4. If the remaining Members resolve that a contravention of part 1 has occurred, those Members may, by resolution suspend the Member for a part, or for the remainder of the meeting.

PART B

STANDING ORDERS - OTHER MDA COMMITTEES

MDA Committees (including the Regions), may use the above standing orders as a guide to the conduct of their meetings.

Each Committee and/or its Presiding Member may dispense with or vary any provision of the standing orders they consider necessary or appropriate, having regard to the Guiding Principles outlined on page 1 of this policy.

However no Committee shall meet and conduct business unless a quorum of Members is present, if required either by the MDA Constitution or by the terms of reference of the Committee.

PART C

MINUTES AND MEMBERS' ACCESS TO MINUTES

1. Minutes

The MDA must keep at its principal office minute books (in hard copy or electronic format) in which it records within 5 days of the meeting to which they relate:

- 1.1 proceedings and resolutions of general meetings;
- 1.2 proceedings and resolutions of Board meetings;
- 1.3 proceedings and resolutions of Executive Committee meetings; and
- 1.4 proceedings and resolutions of committees of the MDA.

The MDA must ensure that minutes of a meeting are approved within 14 days after the meeting by the chair of the meeting or by the chair of the next meeting of the same body and are made available thereafter on its website.

The minutes of a meeting must include:

- the names of the Members present and the organisation they represent;
- the time at which each Member present entered or left the meeting (unless the Member is present for the whole meeting);
- each motion or amendment, and the names of the mover and seconder;
- any amendment or withdrawal of a motion or amendment;
- whether a motion or amendment is carried or lost;
- any disclosure of interest made by a Member;
- an account of any personal explanation given by a Member;

- details of any adjournment of business; and
- details of any resolution that a report, discussion or document should be considered in confidence, and the details of any resolution ordering that associated documents be kept confidential.

2. Members’ access to minutes

Within 5 days after request, and to the extent requested, the MDA must send to a Constituent making the request a copy of minutes of general meetings. If at the time of the request the minutes have yet to be approved, a copy need not be provided until 5 days after those minutes are so approved. The approved minutes will be submitted to the next general meeting and after approval will be signed and dated by the President as a true and accurate record.

REVIEW

This policy may be reviewed and amended from time to time by the Board as it considers necessary, in accordance with the requirements of the MDA Constitution.

REVIEW PERIOD

RESPONSIBLE OFFICER

APPROVAL HISTORY

Chief Executive Officer

Dated