



*Supporting and transforming the community of dispute resolution practice
By providing leadership, direction and growth*

ADRA acknowledges the traditional owners of this land and pays respect to their Elders past and present.

GOVERNANCE MANUAL

This Governance Manual was prepared by Ms Margaret McCue and Mr Andrew Wong.
Last updated 11 June 2018.

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A. Who We Are

ADRA is a not-for-profit organization that was established in 1986 and has been at the forefront of all forms of dispute resolution in Australia. ADRA is proud of its heritage and continues to be a catalyst committed to the future development of dispute resolution nationally and internationally. ADRA brings together dispute resolution practitioners and those whom are interested in dispute resolution. ADRA is governed by a Board which works with ADRA members to ensure that ADRA undertakes activities that respond to the needs of its members.

B. Our Ethos

The purpose of ADRA is to build community through promoting dispute resolution. ADRA's understanding of dispute resolution extends beyond simply resolving disputes as it also includes managing differences amongst individuals and groups in a civil and democratic way. Effective dispute resolution helps promote stability among people through communication and mutual understanding. Therefore, dispute resolution, in the eyes of ADRA, is about learning better ways to relate with each other, which is at the core of many areas of law, including, separation in family law, negotiations in commercial dealings, settlements in civil litigation, etc.

C. What We Do

ADRA brings together dispute resolution practitioners to provide them with:

- An opportunity to become nationally accredited under the Mediator Standards Board;
- Networking events;
- Seminars and Workshops; and
- Professional indemnity insurance.

Specific details of what ADRA does for their members may change from time to time. The most up-to-date information are provided on our website: <https://adra.net.au/about/what-adra-can-do-for-you>.

D. How We Conduct our Business

1. Monthly meetings

The ADRA Board meets on the **fourth** Tuesday of each month. Members may attend the meeting in person or via teleconferencing.

2. What notice is required

We are required to give notice of the meeting at **least 7 days** prior to the appointed day of the meeting and to provide an agenda of the proposed meeting. Any attendant documents should be circulated prior to the date of the meeting, including a Notice of Motion Form (see **Appendix B**).

3. Minutes of the meeting

A record of minutes is to be provided to the Chairman for approval and released within **21 days** from the date of the meeting.

The draft minutes are then proposed for approval at the meeting on the following month. See **Appendix A**.

E. The Annual General Meeting (the 'AGM')

1. When is the Meeting Held

The AGM is to be held on or before **31 August** in each year.

See **Appendix C** for a Template for our Minutes of the AGM.

2. AGM Report for the Financial Year

Our reporting years in on **30 June** in each year as set out in clause 9.1 of the Constitution.

3. Notice for the AGM

Under clause 9.2 of the ADRA Constitution, a notice of the AGM must be mailed by the Secretary to the last known address of members or otherwise delivered to members at least 14 days before the date of the meeting. The notice must set out the place, date and time of the meeting and the business to be transacted at the meeting.

4. What Documents Must We Lodge After Our AGM is Held

ADRA must lodge an **A12-T2 Form** indicating our gross receipts, provided these are less than \$250,000.

5. Compliance Issues

a. What information do we need to satisfy compliance issues?

We need the number of:

1. Board Members; and
2. Members

b. When must the document be lodged?

Within 3 months of the date of the AGM.

c. Who lodges the document?

The Public Officer appointed in 2013 at an extraordinary meeting held in May/June of that year.

d. Who is the current Public Officer?

Dr Katherine Johnson.

F. Financial Reporting

1. Our Accounts

There are two accounts held at the Commonwealth Bank, Martin Place.

a. **The Cheque Account BSB: 062 021 Acct No: 1060 6359**

This is our Transaction Account. A statement is sent to the Assistant Treasurer each month.

b. **The Term Deposit Account BSB: 062 021 Acct No: 5015 9979**

The term of the deposit is 12 months, interest is payable on the anniversary of the maturity of the deposit each year. In advance of the anniversary date, there is a rollover provision.

2. The Signatories on the Accounts

The signatories on each of the accounts has authority to transact on those accounts. There are two debit cards linked to the transaction Cheque Account:

- a. Business Debit Card Account Number 4065 8713 0048 5958 in the name of **Mr Andrew Wong**. Mr Wong's delegation is up to an account of \$200 without seeking prior board approval
- b. Business Debit Card Account Number 5371 9618 0292 4756 is in the name of **Ms Wendy Buchanan**. Ms Buchanan's delegation is for an amount up to \$200 without seeking board approval.

3. The Paypal Account

Mr Andrew Wong receives notification from PayPal of all payments received into this account. The balances held in the Paypal account are transferred on a regular basis into the transaction account.

4. Invoices

All invoices sent to members or other entities shall be in the substantial form of **Appendix E**.

5. The Statements

The bank statement for the Transaction Account is issued each month. We have used endeavours to align the issue of the statement to the first day of each month to success. The Assistant Treasurer as well as the Secretary receive the statements.

The bank statement for the Term Deposit is issued annually prior to the anniversary of the maturity of the deposit usually on or around 9 April of each year.

6. The Treasurer's Role

The role is set out in Clause 18 of the Constitution.

7. Financial Reporting Procedures

A raw account balance is available at the monthly ADRA meeting.

Quarterly Financial Reports with ledger postings will endeavour to be available on that time cycle.

G. National Accreditation Procedure

1. How to Apply for National Accreditation

A current ADRA Practitioner Member (the '**applicant**') may apply for National Accreditation (the '**application**') under the Mediator Standards Board by:

- a. paying the accreditation fee of \$100.00;
- b. completing the prescribed Accreditation Form (see **Appendix F**); and
- c. sending the completed Accreditation Form via post or email to the current Accreditation Officer along with evidence of payment.

2. Review and Approval

Once the Accreditation Officer receives the above documents, he or she will review the application and either approve or make any requisitions as required.

If the application is approved by the Accreditation Officer, he or she will notify the applicant of the result and update the Mediator Standards Board ('**MSB**') Mediator List on the website.

Every two years, the Accreditation Officer or its nominee will receive an invoice from MSB for the payment of its National Accreditation fees.

H. Membership Register

The **Secretary** is required to keep a register of membership.

1. What information needs to be recorded?

- Name
- Address
- Type of membership
- Expiry date of membership
- Number of years of membership

See **Appendix D**.

I. Our Membership Package

New Members are provided with a **Membership Package** that includes the following:

- Their membership certificate (see **Appendix G**)
- ADRA Brochure
- Motion Form (see **Appendix B**)
- Calendar of events for this year

J. Other ADRA Policy and Procedures

The following are policy and procedures in addition to those outlined above:

1. Inclusive Culture

ADRA upholds an open and inclusive culture for all current members. So long as an individual or organisation is a current financial member of ADRA, he or she will have a seat at all Board meetings and an opportunity to participate with discussions in relation to the operation of ADRA. Non-members may have the opportunity to attend Board meetings subject to the discretion of the Board.

2. Peer-Support Program

When an individual or organisation joins ADRA, the membership officer or its nominee will send the contact details of the new member to a Board member. The Board member is to make contact as soon as possible to introduce themselves as the 'peer supporter'. Any time spent together either over the telephone or in person will count towards continuing professional development ('CPD') and can include active participation by the new member in ADRA events and/or meetings.

The aim is that all new members are provided a sense of belonging and has a contact point about how ADRA can best meet their professional needs. For example a new member can promote a paper they have written for placement on the website under 'Publications' or can give a talk on a topic on which they would like to receive some feedback. Any such professional discussion contributes to accumulating CPD.

3. Attendance of Event for Board Members

All Board members have the benefit of attending any ADRA event at a subsidised cost of \$20.00, provided that the full price exceeds \$20.00. Otherwise, the Board member will pay the actual cost.

4. ADRA Member Contributions

Subject to Board approval, all ADRA members are free to contribute towards ADRA by:

- organising ADRA networking events, seminars and/or workshops;
- providing presentations at ADRA meetings, seminars and/or workshops; and
- any other contribution as approved by the Board.

ADRA will, to the best of its ability, support the ADRA member(s) with such contributions in relation to funding, marketing and any other assistance within its capacity.

Appendix A – ADRA Minutes of the Meeting



*Supporting and transforming the community of dispute resolution practice
By providing leadership, direction and growth*

ABN 75 535 099 840 ADRA is not registered for GST
ADRA acknowledges the traditional owners of this land and pays respect to their Elders past and present.

ADRA Board Meeting Minutes

Click here to enter a date.

Law Society 170 Phillip Street, SYDNEY 2000

Present:

Chair: Click here to enter text.
Treasurers: Click here to enter text.
Members: Click here to enter text.
Secretary: Click here to enter text.

Apologies: Click here to enter text.
Guest Speaker: Click here to enter text.

AGENDA:

Meeting commenced at Click here to enter text..

ADRA Board resolved that:

1. Approval of Minutes:

- Minutes of the meeting held on 12 June 2018 are approved by Click here to enter text. and seconded by Click here to enter text..

2. President's Report:

- Click here to enter text.
- Moved by Click here to enter text.
- Seconded by Click here to enter text.

3. Treasurer's Report:

- The latest figures up to Click here to enter a date. were \$Click here to enter text. in our cheque account; and \$Click here to enter text. in our Term Deposit. Our PayPal funds are transferred to the cheque account monthly. This equates to a **total of** \$Click here to enter text.
- Moved by Click here to enter text.
- Seconded by Click here to enter text.

4. **Governance Committee Report:**

- Click here to enter text.
- Moved by Click here to enter text.
- Seconded by Click here to enter text.

5. **Membership Officer's Report:**

- Click here to enter text. membership(s) was/were processed this month.
- Moved by Click here to enter text.
- Seconded by Click here to enter text.

6. **Accreditation Officer's Report**

- Click here to enter text. accreditation(s) was/were processed this month.
- Click here to enter text. re-accreditation(s) was/were processed this month.
- Moved by Click here to enter text.
- Seconded by Click here to enter text.

7. **Secretary's Report**

- Click here to enter text.
- Moved by Click here to enter text.
- Seconded by Click here to enter text.

8. **Calendar Dates for Events and Mediator Practice Network**

- Click here to enter text.

9. **General Business:**

- Click here to enter text.
- Moved by Click here to enter text.
- Seconded by Click here to enter text.

Next ADRA meeting scheduled for Click here to enter a date.

Minute Taker: Click here to enter text.

Appendix B – Notion of Motion

NOTICE OF MOTION

MOTION

.....
.....
.....

REASON FOR THE MOTION

.....
.....
.....
.....
.....

.....

DATE

.....
SIGNATURE OF MOVER

.....
SIGNATURE OF SECONDER

.....
PRINTED NAME OF MOVER

.....
PRINTED NAME OF SECONDER

This form is to be returned to the Secretary, by email, five (5) business days prior to a Board Meeting.

Appendix C – Minutes of the Annual General Meeting

AUSTRALIAN DISPUTES RESOLUTION ASSOCIATION
MINUTES OF THE
ANNUAL GENERAL MEETING, [YEAR]

Date:	
Time:	
Place:	

Attendees	
Apologies:	
Proxies:	

Item	Description
1	Welcome and Review of Minutes of [insert date] AGM Moved: Seconded: Result:
2	President's report – see attached

	Moved: Seconded: Result:
3	Treasurer's report – see attached Proposed resolution: Moved: Seconded: Result:
4	Membership report Moved: Seconded: Passed
5	Declaration of Board Vacancies and Nominations
6	Election of the Board President Secretary Treasurer Membership- Officer
7	

	Membership Fees
8	Other Business:
9	Meeting close – TIME

Extraordinary Events	
Minute taker:	
Approved:	

Appendix D – Register of ADRA Membership

Member Number	Name	Membership Type	email	Expiry	Length of Membership
0001					
0002					
0003					
0004					
0005					
0006					
0007					
0008					
0009					

Appendix E – ADRA Letter Template



[#INSERT DATE]

[#INSERT ADDRESS]

Dear [#NAME],

RE: [#SUBJECT]

[#INSERT BODY OF TEXT]

Yours sincerely,
Australian Dispute Resolution Association

[#WRITER NAME]
[#ADRA POSITION]

encl.

Appendix E – ADRA Invoice Template

Australian Dispute Resolution Association Inc
PO Box A2468, SYDNEY SOUTH NSW 1235



**Australian Dispute
Resolution Association**

ABN 75 535 099 840

ADRA is not registered for GST

Invoice

PO Box A2468
SYDNEY SOUTH NSW 1235

Andrew Wong
Assistant Treasurer
0433 579 559
Andrew.Wong@adra.net.au

Bill To: [#NAME] **Invoice Number** [#]
Date [#DATE]
Due Date [#DATE]

Description	Quantity	Unit Price	Amount
[#ITEM]	##	###	###
Total			###

Name: ADRA
BSB: 60 2021
Account Number: 1060 6359

Please use the following as the reference: "###"

Appendix F – Accreditation Form



Australian Dispute Resolution Association Inc.

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ABN 75 535 099 840 ADRA is not registered for GST

ADRA acknowledges the past and present traditional owners of this land and pays respect to the Elders past and present.

ADRA extends that respect to other indigenous Australians.

Application for ADRA Practitioner Members for National Accreditation

The application is based on the National Mediator Approval Standards available at www.msb.org.au.

Name

Address

Phone

Email

The National Mediator Approval Standards require evidence of good character. Please have a reputable person who knows you well and is not a family member complete the following section.

Name

Address

Phone

Email

Relationship to applicant for accreditation

Length of time I have known the applicant

To the best of my knowledge and belief, the above-named applicant of accreditation as a mediator is a person of good character. I may be contacted in regard to this reference.

Signature

date

The National Mediator Approval Standards require you to undertake to comply with ongoing practice standards and to comply with any legislative and approval requirements. Please read the Approval Standards and the Practice Standards available at www.msb.org.au before completing the following section.

I have read the National Mediator Approval Standards and Practice Standards. I agree to comply with the standards and with any legislative and approval standards.

Signature

date

The National Mediator Approval Standards require you to show evidence of relevant insurance, statutory indemnity or employee status. Please nominate which of these you have by completing one of the following.

(a) I have insurance covering my work as a mediator.

Insurance company

Policy number

Expiry date of policy

(b) I have statutory indemnity by reason of my appointment as a

with the (name of tribunal/s)

and I do not practice mediation except with the tribunal/s.

(c) I am employed as a

with

and I do not practice mediation except with my employer/s.

The National Mediator Approval Standards require you to show evidence of membership of an organisation that has appropriate ethical requirements, complaints and disciplinary processes and ongoing professional support. ADRA is such an organisation. Nothing further is required of ADRA Practitioner Members in regard to this requirement.

I am a Practitioner Member of ADRA.

OR

- I attach my application for Practitioner Membership of ADRA. (The application form is available from the website: <https://adra.net.au/membership/apply-or-renew>)

The National Mediator Approval Standards require you to show evidence of your competence as a mediator by reference to education, training and experience.

A If you have completed a mediation training course that satisfies the Australian National Mediator Standards and you have completed a skills assessment to a competent standard, complete Part A below.

B If you were practising as a mediator prior to 1 January 2008, you may apply for accreditation based on your experience, training and education. This requires you to complete Part B below.

C If you are resident in a linguistically and culturally diverse community for which specialized skills and knowledge are needed and/or from a rural or remote community where there is difficulty in attending a mediation course or attaining tertiary or similar qualifications. This requires you to complete part C below.

Part A

Name of course provider

Dates of course

Name of course assessor

Date of assessment

Please attach (1) certificate of completion of course and (2) certificate of assessment.

Part B (if you have not completed Part A)

Provide details of your experience prior to 1 January 2008

Provide details of your experience since 1 January 2008

Provide details of your training in mediation.

Within the last 24 months, have you conducted at least 25 hours of mediation, co-mediation or conciliation?

If not, state how many hours of mediation, co-mediation or conciliation you have completed and state why was it not practical to complete 25 hours.

Within the last 24 months, have you completed at least 20 hours of continuing professional development? If yes, please indicate the type of continuing professional development you have undertaken.

Attendance at courses, seminars or workshops (up to 20 hours)	hours
External supervision and audit (up to 15 hours)	hours
Presentation at ADR seminar or workshop incl 2 hours prep time for each hour delivered (up to 16 hours)	hours
Representing clients in four mediations (up to 8 hours)	hours
Coaching, instructing or mentoring trainees or less experienced mediators (up to 10 hours)	hours
Role playing for trainee mediators or candidates for assessment or observing mediations (up to 8 hours)	hours
Mentoring of less experienced mediators and enabling observation opportunities (up to 10 hours)	hours

Part C (if you have not completed Part A or Part B)

Describe the community where you live.

What particular skills and knowledge that are needed to work in your community.

Describe any difficulty you have had in attending a course or attaining qualifications.

The National Mediator Approval Standards require that you provide additional information as set out below if you wish to offer advice through a 'blended' process such as conciliation, advisory or evaluative mediation. Please complete the following section ONLY if you wish to offer a 'blended' process.

Name of professional organisation of which you are a member, relevant to the area of advice to be given.

Relevant qualification (at least 4 year university course or Level 6 VET approved course)

I have at least five years' experience in the field in which I seek to provide advice.

Signature

Date

All applicants must complete the following declaration.

I have completed the above application honestly. All the information I have provided is true and correct to the best of my knowledge and belief.

Signature

Date

CHECK that you have provided any required attachments.

EMAIL your completed application to Helen Miedzinski at helen@thelaw.com.au.

Appendix G – ADRA Certificates

1. ADRA Accreditation Certificate

2. ADRA Practitioner Member Certificate

3. ADRA Organisational Member Certificate

4. ADRA Non-Practitioner Member Certificate

5. ADRA CPD Certificate