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Australian Sports Commission

Board of Directors Report – Final

Report of the Board of Directors meeting held at Motorcycling Australia offices, 147 Montague Street, South Melbourne on Wednesday, 17th July 2013.

PRESENT: Stephen Foody President
Ray Jonkers Vice President
Bob Kershaw Director
Lyal Allen Director
Lynn Long Director
Stuart Strickland Director

Partial attendance:
David White CEO

In Attendance: Tina Alderman Personal Assistant

Apologies: None

item No.	Issue	Raised By	Recommended / Proposed Action	Decision	Action Taken	Lead	Action Date
BR2425	Welcome / Apologies	SF	The President welcomed those present and declared the meeting open.	Received.	-	-	-
BR2426	Confirmation of minutes	SF	The minutes of the 12 th June 2013 Board meeting were received.	Received.	-	-	-

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BR2427	Business Arising Junior Coaching 3.8 (MNSW revised proposal)	BA	Revised Junior Coaching 3.8 proposal provided.	Board resolved Coaching Committee be formed. It was recommended a professional coach and a club coach be on the Committee. CEO to make contact with Lee Hogan to request his involvement in the Coaching Committee. CEO to contact states to enquire what is currently being done in each state. 17/07/13 Minutes to be circulated to the Board.	S. Gall, K. Rowcliffe and D. Gatt have agreed to participate. NDO to coordinate. 12/06/13 Item progressing. National Coaching Committee meeting being held on 13-14 June.	NDO & CEO	On going
BR2428	Business Arising: Position descriptions	BA	1) Once job descriptions completed by MFA and CEO, staff are to sign off on their agreements 2) CEO to report job descriptions to the Board. 3) Job descriptions will be uploaded on the MA website	Board has approved that areas of job responsibility only will be uploaded to the web site due to privacy issues. An internal spread sheet of roles and responsibilities to be developed and sent to SCB's. 17/07/13 Board requires confirmation that all staff has signed new job position descriptions.	12/06/13 Position descriptions and restructured Organisational Chart tabled uploaded on the website in May. Finalised.	CEO	August 2013
BR2429	Business Arising: Succession Plan	BA	Board undertakes work on producing a position specification that details the necessary skills required for a replacement CEO when our existing CEO retires. Board has deferred this item to August 2012.	Board to review in conjunction with EX6011. S Strickland sent draft to Board members. S. Strickland and CEO to review plan. Board resolved to defer the finalisation of document until the second half of the year. B. Kershaw to send additional examples of succession plan documents to S. Strickland for information. Board resolved not to circulate document at this stage but inform Presidents that a succession plan is well under way. CEO to forward succession plan to L. Long. 17/07/13 S Strickland and B Kershaw to pursue recruitment agencies.	17/04/13 Board have created a position specification which will be finalised by May 2013. Position will be externally advertised in July / August seeking applicants. Board are considering the use of a recruitment company.	Board	September 2013
BR2430	Business Arising:	BA	Board requested states to supply	Costs were provided at Novembers	13/05/13 Board to consider	NOC	August

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	Items for information: Discuss the possibility of a National Training coordinator		cost and services provided for training in each state.	Board meeting Board resolved once new NOC is appointed; it will fall under their jurisdiction.	nominations today. 17/07/13 no update		2013
BR2431	Business Arising: Industry Meeting – Cameron Cuthill	BA	<p>Licence decline</p> <p>Technical Meeting. A meeting should be organised for April 2013.</p> <p>Noise control CEO to send noise control information to C. Cuthill.</p>	<p>MA to refine what is required from FCAI.</p> <p>MA to organise Technical meeting for April 2013.</p> <p>CEO to send noise control information to C. Cuthill</p> <p>Board resolved S Strickland draft letter requesting past and current history on sales of MX by cubic capacity, along with sales of minibikes to push the importance of Minikhana.</p> <p>17/07/13 Board resolved CEO to invite Rhys Griffiths to September Board meeting. Board resolved S Strickland & B Sorensen to conduct survey of 50 people on licence declines.</p>	<p>Sound control information has been sent to C. Cuthill.</p> <p>CEO advised he has drafted an email with suggested date, which will be sent on 20 February 2013.</p> <p>17/04/13 S Strickland completed draft for CEO's action to FCAI. CEO advised meeting date to be advised waiting for industry response.</p> <p>13/05/13 CEO to send draft.</p>	CEO & S Strickland & DRC	September 2013
BR2432	Business Arising: Item for Decision: Future of the Riders Division	BA		<p>The Board understands the concerns raised in relation to the viability of the Riders Division. However there is a possibility of a role in relation to advocacy and the rights of all motorcyclists. A review of operations is to take place and will be finalised by 30 April 2013.</p> <p>CEO to send out a memorandum regarding the resignation of R. Smith and informing all concerned that this position will not be replaced.</p>	<p>Meeting addressed by Rob Smith re advocacy role.</p> <p>17/04/13 Board has concerns regarding the National advocacy role for motorcycling. Board awaiting proposal from B. Matters. CEO to forward a response to B. Matters regarding the Forum meeting held on 13 March 2013.</p>	S Strickland & B Sorensen.	August 2013

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					<p>17/07/13 DRC to prepare proposal for the Board on how all SCB Managers can take over and manage existing and new members for Riders Assist. S Strickland to brief B Sorensen.</p>		
BR2433	Business Arising: Item for Discussion: SMCC response letter.	BA	Letter provided	<p>CEO to respond to SMCC advising them the Board has carefully considered their letter and finds their response unsatisfactory. CEO to organise meeting with President of SMCC in January 2013.</p> <p>Board has resolved to meet with SMCC on 13 March at 7.30pm. Board has approved 2nd letter to be sent to President of SMCC.</p>	<p>13/05/13 No response received from B. Matters on SCB proposal.</p> <p>17/07/13 no update from B Matters.</p> <p>SMCC decided not to attend the meeting. The meeting proceeded without them. A letter will be forwarded to SMCC reiterating MA's requirements and reminding them of their responsibilities to MA in relation to media and public comments and behaviour.</p> <p>17/04/13 Conflicts continue between the clubs. Mediation with the Council and residents is scheduled for 19 April 2013.</p> <p>13/05/13 Waiting for VCAT hearing scheduled for July.</p> <p>17/07/13 no update.</p>	-	August 2013
BR2434	Business Arising: NOC Terms of Reference	BA	Written Terms of reference Provided	<p>Board resolved to add the following to the Terms Of Reference</p> <ul style="list-style-type: none"> In the future consideration be given that all Officials are to sign and date the code of conduct page and to incorporate this page into the application process. Board resolved to add the NOC appointments will comprise of a revolving system e.g; 1, 2 and 3 year appointments. 	<p>This has not progressed. PA received NSW Officials seminar material and gave it to Board members on USB.</p> <p>NSW material to be sent to the new NOC once established.</p> <p>17/04/13 Date for NOC applications to be extended to 3 May 2013.</p>	CEO	August 2013

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				<ul style="list-style-type: none"> Board resolved CEO to consult with SCB' s on the recommendation to change the structure of Officials from levels 1,2,3, & 4 to Club, State and National Officials. <p>Board has resolved to add an extra point as point number 1 To read as follows: The NOC would support and work with the management of MA through their roles and responsibilities. Board has resolved CEO to reword Terms of Reference as agreed by the Board and email to the Board for approval. PA to request NSW Official seminars document from D. Gatt.</p>	<p>13/05/13 Two more applications received.</p> <p>17/07/13 CEO to update Board on applications received.</p>		
BR2435	Business Arising: Winton Fatality CEO report	BA	<p>Winton Fatality Worksafe have provided a report to the Coroner including the report of an "expert witness" from Monash University. It would appear MA will have no option but to be represented at the Coronial Inquiry. Coroner's report is supplied as part of the CEO addendum along with letter of engagement from Norton Rose Lawyers. CEO will refer potential costs to MAIL. Board resolved CEO to engage Norton Rose to draft response to Coroner.</p>	<p>CEO advised Norton Rose have a copy of the Worksafe report and are progressing. 17/04/13 CEO to put proposal in writing to MAIL by month end.</p>	<p>13/05/13 Proposal has been sent will be tabled at the MAIL Board meeting in June 2013.</p> <p>17/07/13 CEO has addressed this item with MAIL; it is to be tabled at the October MAIL Board meeting.</p>	CEO	November 2013
BR2436	Business Arising: Steward and clerk of course appointments for club events	BA	<p>Board resolved previously that 65 would be the maximum number of riders permitted.</p>	<p>Board resolved CEO to draft new rule and process for SCB's to implement decision. Review of process to take place at the end of the year.</p>	<p>17/04/13 Discussed at SCB meeting on the 16th April. Item progressing.</p> <p>13/05/13 CEO to send out memo along with Rule Change bulletin to all states notifying them of decision</p>	CEO	August 2013

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					along with any changes in GCR. 17/07/13 no update		
BR2437	Business Arising: SCB contribution to MA printing costs	BA	-	Board supports recommendation in principle. Item to be further discussed at National State Managers meeting. 12/06/13 MFA to provide an update on printing costs being specific to JCP log books / wallets. 17/07/13 Board resolved MFA to re send cost sharing plan to SCB Managers, Presidents & Board members.		MFA	August 2013
BR2438	Business Arising: Item for Decision: Come and Try Day licences under practice permits	BA & A Weiss	Recommendation: That the Board approves for C&T licenses to be used for first time participants under any practice permit. - Each club would need to keep a register / log of participants so that there is no abusing the system – C&T licenses under practice permits should be for FIRST TIME riders only. <ul style="list-style-type: none"> • Triplicates from the C&T licence will be sent to the SCB, who will also register names on a spreadsheet to record who has used this. • Anyone or club found to be flouting the fact that it is free for first timers only will no longer be allowed to be part of the scheme. 	12/06/2013 Board resolved MV to provide an operation plan to conduct a trial and supply conversion rate data Operation Plan to be provided by June. Trial to commence in July and report data back to the Board by December's Board meeting.	17/07/13 no update	CEO and MV	December 2013
BR2439	Business Arising: Item for Decision: Applications for NOC	BA & CEO	6 applications were received. S. Foody met with Jeff Sutton.	12/06/2013 Board has resolved to appoint Jeff Sutton as the Chairperson of the National Officials Committee. CEO to confirm appointment with details of responsibilities. NDO to contact SCB Development		CEO & NDO	August 2013

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				Officers /Manager and advise them of the appointment of Jeff Sutton to the NOC. Following this Jeff Sutton to contact SCB Development Officers to discuss and develop a way forward with the involvement of the SCBs. NDO to obtain archive material on officials training in particular when Ray LeNevez was on the committee. NDO to review MNSW training material and provide report to the Board. 17/07/13 NDO to follow up expressions of interest.			
BR2440	Business Arising: Item for Decision: MA Rule Change Request (Scoring)	BA & MV	MV proposed changes to the Point Scoring System for all disciplines.	12/06/13Board resolved that the Rule Change request be forwarded to the MX Commissions for consideration.	17/07/13 no update	SEC	August 2013
BR2441	Business Arising: Report Finance and Administration Manager	BA MFA	-	12/06/13 Questions on Riders Division expenses at \$23.422 CEO to investigate why this is still showing up as RD ceased operations. CEO to investigate increase on expenses on Barrabool.	17/07/13 MFA advised there is likely to be some ongoing expenses since the closure of the Riders Division.	-	closed
BR2442	CEO Report	CEO	The following items were documented: <ul style="list-style-type: none"> • Sporting Motorcycle Club • IEG • State National Managers Meeting • Database • Licence statistics • Sidecar Grand Slam • Permits for Australian Championship events in NSW 	Information only	-	-	-
BR2443	Report – Risk & Compliance	RCM	Written report provided.	Received.	Information only	-	-

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	Manager						
BR2444	Financial Reports Report Finance and Administration Manager	MFA	<p>The following reports were submitted to the Board for review:</p> <ul style="list-style-type: none"> • YTD Profit & Loss with Budget Analysis to June 2013, with Annual Budget & Last Year Actuals • Income and Expenditure Graphs to 30 June with Annual Budget • Balance Sheet as at 30 June • Bank Reconciliation at 30 June • Accounts Payable/ Receivables as at June 2013. 	<p>Received. Board resolved MFA to provide 2 reports next month 1 as it is currently, the other as an automatic report where no manipulation is required. Any large anomalies are to be recorded.</p> <p>Board resolved to look at benchmarking salaries for MA staff. Bob Kershaw, S Strickland, and R Jonkers to lead.</p> <p>Board queried whether the database budget is sufficient? What if any database budget has been completed in terms of the future?</p> <p>CEO to follow up whether financial reports are being sent to the States.</p>	-	MFA & Board	August 2013
BR2445	Database update	Board	-	Board request interim report from R Gill. PA to request.	-	PA & R Gill	August 2013
BR2446	Strategic Plan	Board	Discussion took place on strategies 1 to 10.	<p>Board to look at merging some initiatives/ strategies on the plan.</p> <p>PA to rearrange strategic plan with each strategy to have its own plan on a page with running comments.</p> <p>Board committed to looking at clothing merchandise i.e. Motocross des Nations and ISDE.</p>	-	Board & PA	August 2013
BR2447	Item for Decision: 2014 Calendar appointments	SEC	Commissions have provided recommendations for the Board's approval to allow us to shape the first draft of the 2014 Calendar.	Board has noted calendar subject to due diligence being performed by commissions.	-	SEC	August 2013
BR2448	Item for Decision: Moto 3 class fuel	DRC	Competitors in the Moto3 class taking part in the Australian National	Board resolved this is not a Board decision as it is a change to the	-	DRC	August 2013

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	regulations re: supplementary regulations.		Championship are currently limited to using pump fuel. These competitors have expressed that they would like to bring the fuel regulations for the class in line with the current FIM regulations for the Moto3 class. As a result, Motorcycling Australia has reviewed the current regulations and investigating the feasibility of bringing the Australian regulations in line with the FIM.	supplementary regulations. A steward at the meeting can alter the sup regs as per rule 2.5.4.3a. The Board recommends this change.			
BR2449	Item for Decision: Freestyle Motocross	L Granger	Motorcycling Queensland has been conducting Freestyle Motocross at Queensland Moto Park since 18 December 2011. There is a lack of clarity about whether our Freestyle operation is acceptable to MA and the GCR may need to be amended to reflect the reality of a well managed recreational freestyle motocross operation. This submission attempts to explain the nature of recreational Freestyle Motocross and how this is conducted at QMP. It also suggests two versions of amendments which could be made to the GCR to clarify what recreational freestyle motocross is and how our rules should deal with it.	Board resolved rule change request be sent to the MX commission. CEO to request further information from L Granger.	-	CEO	August 2013
BR2450	Item for Decision: Junior MX venues	Mark Luksich	Commission recommends 1. 2014 AJMX – Appin based on conformation of a list of requirements. 2. 2015 AJMX – Bunbury 3. 2016 AJMX – calls for nominations in 2014.	Board supports recommendation subject to written rationale from Junior and MX commissions. Rationale to be received by 24 th July.	-	CEO	24 th July
BR2451	Item for Discussion: Cash flow Forecast	MFA	-	Board approved layout of cash flow report.	-	MFA	-

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BR2452	Item for Information: National Coaching Committee update	DRC	Mr Lyndon Heffernan has resigned from his position as a National Coaching Committee (NCC) member citing other commitments as the reason for his resignation. The vacant position on the NCC left by Mr Heffernan's departure is as yet unfilled. A letter has been sent to Mr Heffernan thanking him for his time and contribution to the committee.	Information only	-	-	-
BR2453	Item for Information: National State Managers Minutes	PA	Minutes provided.	Received.	Information only	-	-
BR2454	Item for Information: SMCC newsletter	CEO	Newsletter provided.	Received.	Information only	-	-
BR2455	Report – Development and Rule Coordinator	DRC	Written report provided.	Received.	Information only	-	-
BR2456	Report – Sports and Events Coordinator	SEC	Written report provided.	Received.	Information only	-	-
BR2457	Licence Statistics	DRC	Written report provided.	Received. Board noted positive response on minikhana and National Come and Try it day.	Information only	-	-
BR2458	Website Statistics	DRC	Written report provided.	Received.	Information only	-	-
BR2459	MA Insurance Limited	CEO	The following reports were submitted to the Board for review: <ul style="list-style-type: none"> Cash Statement Mail for June 2013 	Received.	Information only	-	-
BR2460	General Business		A teleconference to be arranged for next week to discuss CEO report, date for strategic plan meeting. S Strickland requested in the	PA to arrange teleconference Board resolved any negotiations for	-	PA Board	July 2013 On going

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			<p>transition period of the CEO's position that all contracts / job positions be addressed with the Board.</p> <p>CEO advised Communications Officer position has been re advertised.</p>	<p>new or existing contracts are to be approved by the Board in the CEO's transition period.</p> <p>-</p>		-	-
BR2461	Meeting adjourned at 4.25pm	SF	President declared the meeting adjourned at 4.25pm.	-	-	-	-
BR2462	Meeting reopened on the 24th July at 5.00pm AEST via teleconference	SF	President declared the teleconference open at 5.00pm	Received	-	-	-
BR2463	Item for Decision Quad Exemption – Australasian Safari	SEC	<p>A request for exemption to the ruling on Quad capacity has been requested by Justin Hunt. He wishes to run Quads up to 1000cc as he has had interest from several competitors who wish to compete on a machine up to this capacity.</p> <p>Advice has been sought from both Commissions (Enduro and Quad) who have provided their recommendation in the document attached.</p>	<p>Board resolved CEO to request commission to review their position and liaise with industry on this issue. Commission needs to take into account the Federal Government is currently conducting an investigation into Quad bike safety. S Strickland to draft response and send to CEO.</p>	-	S Strickland & CEO	July 2013
BR2464	Item for Decision: IEG Supercross proposals	IEG	<p>Written documentation was provided requesting the following</p> <p>Juniors at Supercross IEG request the 85 up to 150cc 4-stroke would remain as a support category and the Junior lites class be granted championship status.</p>	<p>Board resolved no 85cc or 150cc Juniors will be granted permission to perform as a support race. Board resolved 200 -250cc Junior Lites class for 15 year olds only is granted championship status if supported and</p>		IEG	-

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			<p>Women at Supercross IEG request a women's supercross championship with a minimum 10 riders, all 10 riders would need to be accredited. IEG requested the steward and Lee Hogan have the final say on race day as to whether or not they are safe to compete.</p> <p>Track Licensor IEG requested one licensor and or the licensors that they would be working with.</p> <p>Chief Steward for the Championship IEG requested the need for one appointed steward for the championship.</p> <p>Sponsorship of Supercross TV IEG expressed further concern with Suzuki reneging on agreed sponsorship and explained the importance of TV long term for the championship, teams, Ma and riders. IEG requested an investment of \$45,000 from MA.</p>	<p>approved by the commission.</p> <p>Board has approved the request for a Women's only supercross event with the following conditions a minimum of 10 fully accredited riders to qualify on the Friday of the Moto GP.</p> <p>Board approved.</p> <p>Board approved a Series Chief Steward for the Championship. IEG to pay all costs other than what is normally paid by MA.</p> <p>Board unfortunately cannot provide further financial support. Request denied.</p>			
BR2465	Item for Information Governance Audit	CEO	CEO advised ASC winning edge process had requirements that all sporting organisations had to achieve. MA's constitution was forwarded to Landers & Rogers for auditing which was then forwarded to B Kershaw to look at.	B Kershaw and CEO to provide a report at the August Board Meeting.	-	CEO & B Kershaw	August 2013
	Meeting closed						

Next Board meeting will be held over two days being 20th and 21st August 2013.

Distribution:

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