



Murray Darling Association Inc.

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Albury, NSW 2640

Ordinary Meeting of the Board
1.15pm AEST Friday 2nd June 2017
Location: Australian Institute of Company Directors
367 Collins St, Melbourne VIC 3000

MINUTES – BOARD MEETING No. 365

1. ATTENDANCE

1.1 Present

Cr David Thurley	Albury City Council	Region 1
Cr Peter Mansfield	Moira Shire Council	Region 2
Cr Legh Byron*	Balranald Shire Council	Region 3
Cr Daria Turley	Broken Hill City Council	Region 4
Cr Peter Hunter	Renmark Paringa Council	Region 5
Cr David Shetliffe	Walkerville Town Council	Region 7
Cr Denis Clark	Northern Areas Council	Region 8
Cr Paul Maytom*	Leeton Shire Council	Region 9
Peter George	M&S Group Accounting	Treasurer
Emma Bradbury	Murray Darling Assoc	CEO
James Roncon**	Broken Hill City Council	General Manager R4
Bobby Brook**	Moira Shire Council	Secretariat R2

* Attendance via phone

** Non-board member – attendance by invitation

1.2 Apologies

Cr Barry Featherstone	Alexandrina Shire Council	Region 6
Cr Richard Marsh	Balonne Shire Council	Region 12

Motion: That the apologies be accepted

P Maytom/P Hunter Carried

1.3 Declaration of Interests and Conflicts

2. PREVIOUS MINUTES

2.1 Meeting held Friday 21st April.

Motion: That the minutes of meeting 364 be accepted as an accurate record of that event.

D Clark/P Hunter Carried

3. BUSINESS ARISING

3.1 Region Meetings

Motion: That the Board approve the Meeting Schedule attached at Appendix a.

3.2 Board Meetings

Board meetings to be held the first Thursday of every month, 10.30am AEST.

Motion: That the Board approve the Meeting Schedule attached at Appendix a.

D Turley/D Shetliffe

Carried

3.3 Note Board Appointment

This month, Moira Shire Council resolved to take on the role of A/Chair Region 2. Council is represented by their delegate Cr Peter Mansfield. Moira Shire Council's decision will be implemented by CEO Mark Henderson, and secretariat support will be provided by Bobby Brook.

The appointment of Moira Shires Cr Peter Mansfield to the Chair of Region 2, and to the national board of the MDA brings our total functioning regions to 10/12 and is very warmly welcomed.

Motion: That the board endorse the appointment of Moira Shires Cr Peter Mansfield to the Chair of Region 2, and to the national board of the MDA.

L Byron/D Clark

Carried

3.4 Social and Economic Impacts Assessment Framework

The MDA has received a formal decline to our request for funding for this project from Victoria, with SA and the Federal Department of Water and Ag also indicating they have no capacity to finance the project while the current review is under way. While support for the principles and objectives of the project has been strong and positive, funding has not been forthcoming.

He MDA has also received an invitation to present at the LG NSW 2017 Water Services conference, with a request to discuss the project there.

Motion: That the MDA

- a) note the work done by the WRI and the MDA in the development of the project proposal
- b) note the ongoing importance to local government of a rigorous and repeatable Basin Plan impacts evaluation framework that can distinguish short term and one off impacts and conditions from the underlying performance of the Plan
- c) cease to actively pursue funding for the Social and Economic Impacts Assessment Framework unless and until a suitable opportunity to resume the project emerges.

D Shetliffe/D Turley

Carried

4. REPORTS

4.1 Region Reports

From the morning workshop – determined that chairs are to provide a Region Report for inclusion with board papers.

4.2 Chief Executive Officer report

Attached

Motion: That the CEO's report be noted.

D. Shetliffe/D Clark

Carried

4.3 Finance and Treasurer report

Motion: That the Finance reports be noted.

P Hunter/D Clark

Carried

5. ITEM(S) ON THE TABLE

5.1 MDA Business identification

Item laid on the table at board meeting 364.

Motion: That the CEO provide a report on the item to Board Meeting 366.

D Turley/P Mansfield

Carried

6. GENERAL BUSINESS

6.1 Organizational restructure

Motion: That

- a) the current position of Finance Manager should be phased out;
- b) the work done by that position should be divided into two components: being
 - i) operational and
 - ii) technical
- c) the operational elements of the role be managed by the MDA executive
- d) the technical elements of the role be managed by the Treasurer, and
- e) the standard budget allocation to the Finance Manager position be redirected towards a highly-qualified Executive Assistant to the CEO.
- f) The MDA acknowledge the professionalism, generosity and commitment to the purpose of the MDA demonstrated by both the Finance Manager, Peter Gray and the Treasurer Peter George for their parts in proposing and developing the strategy.

D Clark/D Shetliffe

Carried

6.2 Membership Fees 2017/18

Motion: That the following membership subscription fees be set for 2017/18, noting that the following figures exclude GST:

- (i) A council member base rate of 28.4 cents per head of population, increased from 27.5 cents per head;
- (ii) A council member cap of \$6,180.00, increased from \$6,000. This capped value equates to a population cut-off of 21,760 people;
- (iii) A non-riparian council member base rate of 10.3 cents per head of population, increased from 10.0 cents per head;
- (iv) A non-riparian council member cap of \$3,090.00, increased from \$3,000.00. This capped value equates to a population cut-off of 30,000 people; and
- (v) An individual member rate of **\$75.00**, increased from \$72.50.
- (vi) LGA population numbers based on the 2011 Census; the 2016 Census data will not be available until July or August.

P Hunter/P Mansfield

Carried

6.3 2017/18 Budget

Motion: That the MDA adopt the 2017/18 budget as proposed, subject to the inclusion of a cashflow budget, and agreed reporting of the sale of water shares. Amended budget attached at Appendix b

D Shetliffe/P Maytom Carried

6.4 Budget Position

Motion: That the board

- i) note the sound financial position of the Murray Darling Association and
- ii) acknowledge the work done by finance manager Peter Gray over the last year, and treasurer Peter George more recently in supporting and reporting on that position
- iii) record a vote of thanks to both.

P Hunter/D Clark Carried

6.5 New position/s

That the CEO provide further details of the scope and particulars of the position/s allowed for in the budget, for noting at Board Meeting 366.

D Turley/D Clark Carried

6.6 Regional Chairs communication protocol

Motion: That the MDA adopt as protocol the following communications processes

- i) Region meeting agendas and minutes are to be sent to current and prospective member councils, regional LGA's and posted on the MDA website
- ii) Communication sent to prospective member councils will be sent to the Mayor, the CEO/GM and the Councilors' executive assistant.
- iii) Communication sent to existing member councils will be sent to the council's nominated delegate/s, the Mayor, the CEO/GM and the Councilors' executive assistant.
- iv) All communication in relation to agendas, minutes and business of the MDA must be approved by the Chair of the region.
- v) The executive of the MDA is to be informed of all and any communication in relation to agendas, minutes, and business of the MDA prior to its distribution by the regions.
- vi) The MDA executive and regional secretariats will collaborate to establish and maintain current and accurate membership and stakeholder databases.

P Mansfield/P Hunter Carried

7. NEXT MEETING

7.1 6th July 10.30am AEST – (digital)

8. CLOSE 2.00pm

Budget 2017-18 Proposed

	Budget Jul-17	Budget Aug-17	Budget Sep-17	Budget Oct-17	Budget Nov-17	Budget Dec-17	Budget Jan-18	Budget Feb-18	Budget Mar-18	Budget Apr-18	Budget May-18	Budget Jun-18	Budget Totals	
Income														
Membership Income	220,000	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	258,500	
Conference				45,000									45,000	
Total Income	220,000	3,500	3,500	48,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	303,500	303,500
General Expenses														
Accounting system	80	80	80	80	80	80	80	80	80	80	80	80	960	
Graphics and Marketing	100	2,450	1,110	850	100	100	100	1,100	100	100	100	100	6,310	
Bank Fees	40	40	40	40	40	40	40	40	40	40	40	10	450	
Conference and events				25,000									25,000	
Meeting/Board	200	200	200	200	200	200	200	200	200	200	200	200	2,400	
Fuel	320	320	320	320	320	320	320	320	320	320	320	320	3,840	
Printing	140	140	140	140	140	140	140	140	140	140	140	140	980	
Computer system	150	700	100	850	100	100	100	500	100	100	500	100	3,400	
Licences/Subscriptions					200								200	
Premises Rent - Echuca	7,500						7,500						15,000	
Professional Fees											500	12,200	12,700	
Water Expenses	350	450				20	20						840	
Travel & Accommodation	800	800	800	800	800	800	800	800	800	800	800	800	9,600	
Stationery		100		120	240		40			200		100	800	
Telephone	400	400	400	400	400	400	400	400	400	400	400	400	4,800	
Postage	120	120	120	120	120	120	120	120	320	120	120	120	1,640	
Other														
Total General Expenses	10,200	5,800	3,310	28,920	2,740	2,320	9,860	3,560	2,360	2,360	3,060	14,430	88,920	88,920
Weeks	2	2	2	3	2	2	2	2	2	3	2	2	26	
Payroll Expenses														
Salaries	10,293	10,293	10,293	15,439	14,986	14,986	14,986	14,986	14,986	22,479	14,986	14,986	173,699	Chief Executive Officer
WorkCover				3,500									3,500	AO
Training						2,000							2,000	EA
Staff Amenities			50			50			50			50	200	
FBT											400		400	Per annum
Superannuation	978	978	978	1,467	1,424	1,424	1,424	1,424	1,424	2,136	1,424	1,469	16,546	
Total Payroll Expenses	11,270	11,270	11,320	20,405	16,410	18,460	16,410	16,410	16,460	24,615	16,810	16,505	196,345	196,345
Depreciation Expenses														
Office equipment	10	10	10	10	10	10	10	10	10	10	10	30	140	Per 2 week month
Motor Vehicles	465	465	465	465	465	465	465	465	465	465	465	485	5,600	Per 3 week month
Total Depreciation Expenses	475	475	475	475	475	475	475	475	475	475	475	515	5,740	5,740
Motor Vehicle Expenses														
Registration					680								680	
Insurance					840								840	
Maintenance		600	290				60	250				250	1,450	
Total Motor Vehicle Expenses	0	600	290	0	1,520	0	60	250	0	0	0	250	2,970	2,970
Insurance Expenses														
Business				980									980	
Professional Indemnity				860									860	
Public Liability				700									700	
Total Insurance Expenses	0	0	0	2,540	0	0	0	0	0	0	0	0	2,540	2,540
Total Expenses	21,945	18,145	15,395	52,340	21,145	21,255	26,805	20,695	19,295	27,450	20,345	31,700	296,515	296,515
Net Profit	198,055	(14,645)	(11,895)	(3,840)	(17,645)	(17,755)	(23,305)	(17,195)	(15,795)	(23,950)	(16,845)	(28,200)	6,985	

2.0% Increase

Chief Executive Officer	101000	101000	103020
AO	30000	15300	30600
EA	60000	17503	61200
Per annum		133803	194820
Per Pay		5146.269	7493.077
Per 2 week month		10292.54	14986.15
Per 3 week month		15438.81	22479.23

Budget 2017-18 Proposed (2)

	Budget Jul-17	Budget Aug-17	Budget Sep-17	Budget Oct-17	Budget Nov-17	Budget Dec-17	Budget Jan-18	Budget Feb-18	Budget Mar-18	Budget Apr-18	Budget May-18	Budget Jun-18	Budget Totals	
Income														
Membership Income	220,000	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	258,500	
Conference				45,000									45,000	
Total Income	220,000	3,500	3,500	48,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	303,500	303,500
General Expenses														
Accounting system	80	80	80	80	80	80	80	80	80	80	80	80	960	
Graphics and Marketing	100	2,450	1,110	850	100	100	100	1,100	100	100	100	100	6,310	
Bank Fees	40	40	40	40	40	40	40	40	40	40	40	10	450	
Conference and events				25,000									25,000	
Meeting/Board	200	200	200	200	200	200	200	200	200	200	200	200	2,400	
Fuel	320	320	320	320	320	320	320	320	320	320	320	320	3,840	
Printing	140	140	140	140	140	140	140	140	140	140	140	140	980	
Computer system	150	700	100	850	100	100	100	500	100	100	500	100	3,400	
Licences/Subscriptions					200								200	
Premises Rent - Echuca	7,500						7,500						15,000	
Professional Fees											500	12,200	12,700	
Water Expenses	350	450				20	20						840	
Travel & Accommodation	800	800	800	800	800	800	800	800	800	800	800	800	9,600	
Stationery		100		120	240		40			200		100	800	
Telephone	400	400	400	400	400	400	400	400	400	400	400	400	4,800	
Postage	120	120	120	120	120	120	120	120	320	120	120	120	1,640	
Other														
Total General Expenses	10,200	5,800	3,310	28,920	2,740	2,320	9,860	3,560	2,360	2,360	3,060	14,430	88,920	88,920
Weeks	2	2	2	3	2	2	2	2	2	3	2	2	26	
Payroll Expenses														
Salaries	10,293	10,293	10,293	15,439	14,986	14,986	14,986	14,986	14,986	22,479	14,986	14,986	173,699	
WorkCover				3,500									3,500	
Training						2,000							2,000	
Staff Amenities			50			50			50			50	200	
FBT											400		400	
Superannuation	978	978	978	1,467	1,424	1,424	1,424	1,424	1,424	2,136	1,424	1,469	16,546	
Total Payroll Expenses	11,270	11,270	11,320	20,405	16,410	18,460	16,410	16,410	16,460	24,615	16,810	16,505	196,345	196,345
Depreciation Expenses														
Office equipment	10	10	10	10	10	10	10	10	10	10	10	30	140	
Motor Vehicles	465	465	465	465	465	465	465	465	465	465	465	485	5,600	
Total Depreciation Expenses	475	475	475	475	475	475	475	475	475	475	475	515	5,740	5,740
Motor Vehicle Expenses														
Registration					680								680	
Insurance					840								840	
Maintenance		600	290				60	250				250	1,450	

Budget 2017-18 Proposed (2)

Total Motor Vehicle Expenses	0	600	290	0	1,520	0	60	250	0	0	0	250	2,970	2,970
Insurance Expenses														
Business				980									980	
Professional Indemnity				860									860	
Public Liability				700									700	
Total Insurance Expenses	0	0	0	2,540	0	0	0	0	0	0	0	0	2,540	2,540
Total Expenses	21,945	18,145	15,395	52,340	21,145	21,255	26,805	20,695	19,295	27,450	20,345	31,700	296,515	296,515
Net Profit	198,055	(14,645)	(11,895)	(3,840)	(17,645)	(17,755)	(23,305)	(17,195)	(15,795)	(23,950)	(16,845)	(28,200)	6,985	
	Budget Jul-17	Budget Aug-17	Budget Sep-17	Budget Oct-17	Budget Nov-17	Budget Dec-17	Budget Jan-18	Budget Feb-18	Budget Mar-18	Budget Apr-18	Budget May-18	Budget Jun-18	Budget Totals	
Add back depreciation	475	475	475	475	475	475	475	475	475	475	475	515	5,740	
Net Operating Surplus	198,530	(14,170)	(11,420)	(3,365)	(17,170)	(17,280)	(22,830)	(16,720)	(15,320)	(23,475)	(16,370)	(27,685)	12,725	
Debtors Movement													0	
Assets purchased													0	
Assets sold - Water				25,000					25,000				50,000	
Creditors Movement													0	
BAS Movement													0	
Sundry Creditors Payable													0	
Credit Card Payable													0	
Debenture Loan Repayment													0	
X-Trail Payments	(340)	(340)	(340)	(340)	(340)	(340)	(340)	(340)	(340)	(340)	(340)	(360)	(4,100)	45,900
Net Cash Flow	198,190	(14,510)	(11,760)	21,295	(17,510)	(17,620)	(23,170)	(17,060)	9,340	(23,815)	(16,710)	(28,045)	58,625	
Opening Bank Balances														
Closing Bank Balances	198,190	183,679	171,919	193,214	175,704	158,084	134,914	117,854	127,194	103,380	86,670	58,625		

Debtors

Opening Debtors	0	145,000	73,500	52,000	75,500	44,000	37,500	21,000	24,500	28,000	31,500	35,000		
Sales	220,000	3,500	3,500	48,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	303,500	
Receipts	(75,000)	(75,000)	(25,000)	(25,000)	(35,000)	(10,000)	(20,000)					0		
Closing Debtors	145,000	73,500	52,000	75,500	44,000	37,500	21,000	24,500	28,000	31,500	35,000	38,500		
Debtor Movements	(145,000)	71,500	21,500	(23,500)	31,500	6,500	16,500	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)	(38,500)	

Schedule of Region & Board Meetings 2017

Region 1	Fourth Friday in Feb, May, Aug and Nov			
Albury City	24/02/2017	26/05/2017	25/08/2017	24/11/2017
Region 2	First Thursday June, Sept, Dec – to be confirmed by the chair			
To be announced	29/03/2017	1/06/2017	07/09/2017	07/12/2017
Region 3	Monday – Jan, May, Aug, Nov			
Balranald Shire	23/01/2017	15/05/2017	21/08/2017	20/11/2017
Region 4	Propose day before council briefing			
Broken Hill City	Vacant	21/06/2017	23/08/2017	22/11/2017
Region 5	Adopted in Minutes 10/04/2017 Also AGM 06/03/2017			
Renmark Paringa	10/04/2017	10/07/2017	11/09/2017	??/12/2017
Region 6	3rd Friday, every second month			
Alexandrina	17/02/2017	28/04/2017	16/06/2017	18/08/2017
Region 7	June/September/December/March			
Walkerville	29/06/2017	09/2017	12/2017	03/2018
Region 8	Will coincide with Legatus – dates to be confirmed.			
Northern Areas				
Region 9	Third Thursday Feb/May/Aug/Nov			
Leeton Shire	16/03/2017	18/05/2017	17/08/2017	16/11/2017
Region 10				
Vacant				
Region 11				
Vacant				
Region 12	June/September/December/March			
Balonne Shire	26/06/2017	09/2017	12/2017	03/2018
MDA Board	Constitution 2016: min 8 per year – at least 2 must be face to face First Thursday in the month at 10.30am AEST – every month except January and July. Face to face meetings will be held in Feb for the annual planning workshop, and Sept/Oct to coincide with the National Conference and AGM. Variations by determination of the Chair. June may also be Face to face in Canberra – to coincide with ALGA			