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MEETING MINUTES

Date: 5/12/2024

Time: 18:34 Hrs.

Location: Zoom Meeting

Attendance: Melissa CZislowski, Ricky Smith, John McClevarty, David Tilmouth, Russell Vellacott, Donna Vellacott, James Simpson, Jake Czislowski, Alan Czislowski, Graham, Czislowski, Bill Miller, Amy Boon, Matthew Kues-Sales, Renee Kues-Sales, Angus Mathers, Karyn Kleidon, Trent Nibbs, Chris Kenwood.

Apologies: Debbie Smith, Terry Grant

Mel thanked everyone for attending the meeting. We have a few guests with us this evening, Karyn Kleidon & Trent Nibbs from Sports and Recreation and Chris Kenwood from CPR. He is a club procedure representative that will be listening in and helping guide us along the way.

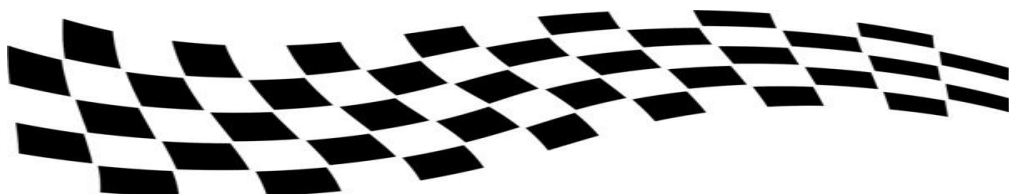
As you are all aware, we are here to discuss our grants application and process moving forward. I will now hand over to Trent Nibbs from Sports & Recreation.

Trent: Thank you everyone for attending. The way that the process works at the department is the club work with an engagement officer, which for you is Karyn Kleidon. Working with Karyn, working through the funding agreement and then going through and producing what's required for our proceed to construct. Once you have that particular documentation through, Karyn then goes through and pushes that up to myself as the Infrastructure lead for the South West Region. From there I access the documentation and then push it up to the Manager if I am happy with it, if I'm not happy with it we will go through and seek some further clarification as to how the club came to those decisions. So going through this particular project we went through and had a look and there are clearly some things we need to discuss.

When we go through and have a good read of the project schedule there are a couple of things in there that are quite clear as to the requirement from the department and a couple of those things are: if you have a quantity surveyor that provided you with a quote for the application, that particular person then cannot be your project manager or you contractor and same goes for the other roles. If you are the project manager, you cannot be part of the contracting team or the quantity surveyor.

So, when we went through and had a look at this application, we found that there was a bit of a conflict of interest on the part from the project manager who was also involved with two of the contractors that provided tender responses to your open tender. So therefore, straight off the bat, as per our project schedule and our funding agreement which is for every organization across the state not just clubs its for councils as well, therefore you are in breach of that particular thing. We had a chat with Mel about that and we wanted to just bring that to light and just let use know that as far as a auditing process that would not pass, therefore we have come back to the club and asked the club a couple of questions regarding the project manager; how the project manager was engaged and also if there was any conflict of interest declaration made between the project manager and the contractors that supplied the tenders and we were not able to find any process that had been followed or any documents supplied so therefore we have asked the club to re-tender that particular process and look to engage a new project manager.

Id now like to pass over to Chris Kenwood from CPR, this is something that Chris works really closely with a number of clubs about, not only in Queensland but all over and I would like to get his comments regards this process.



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Chris: We do a lot of work with governments and processes and constitutions and all those sorts of this with clubs helping them to make sure they follow due process. In this case there's a specific process that Trent's outlined for this grant, but I'm also interested in the internal processes within the club to make sure that they're there, following the rules, following the legislation and that you're doing everything correctly within the club on a more general ongoing basis as well as relating to this grant.

Melissa: Ok, thank you both. Going forward with the accounting side of this especially with this build coming up. Should we maybe have a separate bank account just for the new amenities block, so we know exactly what's going out?

Chris: Not necessarily, that's up to the club if they want to do it that way but it is not needed. The key thing here is that any decision that is made on behalf of the club for this project needs to be made by the management committee and every decision needs to be made by the majority of your committee. And also, similarly any decision to pay a bill, to pay an invoice or to order anything all needs to be approved by your committee as a collective before any action is taken. Any invoices that are urgent and need to be paid immediately, the treasurer may pay the invoice but that then needs to be presented at the next committee meeting for approval, this is called ratifying. So, everything needs to be approved beforehand or ratified afterwards but they must all be presented at the next committee meeting so the collective decisions can be made. There should be a financial report at every committee meeting stating what has been paid since the previous committee meeting and what needs to be paid before the next committee meeting and what the balance in the bank is. And all these meetings need to be recorded so that the treasurer's report can be adopted and attached to the minutes.

Melissa: Can we open a high interest bank account to put our funds into so that they are not just sitting there, they are at least earning interest for the club?

Chris: Yes, this can be done.

Karyn: And if I could just reiterate when it comes to discussions about this process regarding the build is that we have what is called a PCG which is a Project Control Group. Which in that Project Control Group there will be myself, the club committee and if there are any other members that would like to come on board that group to help make decisions regarding the build, which will be meeting monthly as a group. Moving forward this is how we are going to make any and all decisions. So, the first thing we need to do is add a new project manager and then put the project back out to tender.

Melissa: Regarding everything that Karyn has just said I have a few questions. Because we have to go back to re-tender is there any chance, we can maybe tweak the plans or even change the location of the previous plans?

Karyn: We don't mind where the building is put, as long as it's on the site where the council rates are being paid. You just need to be very mindful there has already been a building approval, so if you make any changes, they may need to be re-approved.

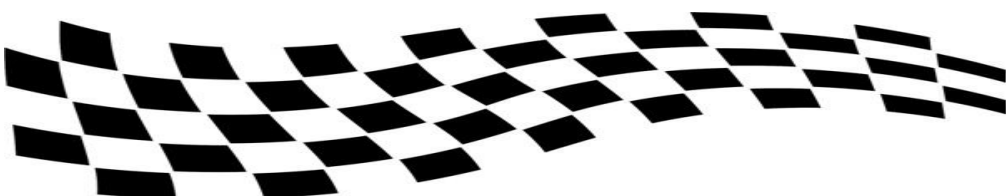
So just a few points we need to remember:

As per the project schedule this building has until November 2025 to be complete.

The project manager must be someone independent to the club, cannot be a member of the club, there cannot be any conflict of interest.

Trent: Sports & Recreation have a fact sheet that will be provided to help understand the guidelines on who can and can't be a project manager for this building. Obviously, they need to be a licensed project manager, the only time we would allow an internal member to be a project manager is in remote locations but where you are located this does not apply so we believe you will be able to find a suitable project manager external of your club. We have allowed 5% of total project costs for you to appoint a project manager so that's what we would like you to do.

Karyn: ok so moving forward, the committee now need to make the necessary steps to start the process of sourcing a new project manager and if they are over \$10,000, we need to get three quotes. So that we can then go through and identify their services to make sure they have the right qualifications and to discuss the costs as well. So, to put a timeline on it we are hoping to have that done in January or February, once we source a project manager then we can start the tender process.



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Trent: Just a couple of things I want to clear up:

The reasoning for the department providing funding for the project manager is because we are hearing across every sporting organization that we are talking to is its hard-to-get helpers and volunteers and so we are trying to provide that help to make sure the build get completed.

And regarding the question about is there any chance to change the plans and location. To a degree yes, however you were funded to construct amenities to support karting at Lockyer Valley. So if it is in that constraint you are fine but if you go beyond that you may struggle to get those changes approved.

Melissa: Could we add a parent's room?

Trent: Yes, a parent's room can be added

Melissa: Are we able to use portable buildings and then put a roof over the top and concrete them in to include a seating area.

Trent: A demountable building can be used.

Karyn: The roof over the top would have to be a separate part though as it's not included in the scope of the current building approval. That would possibly be a community group funding thing.

Just to keep people in the loop on a timeframe, we are trying to have the tender process done by mid to late February and then obviously the start date for the build will depend on the contractor and if you are using demountable when they can have them constructed and then moved onto site. Are there any questions?

Matthew: In regard to any items that have already been pre-purchased for this build, can we keep these items going forward or do we need to start again?

Karyn: Anything that's already been paid for using the grant money can be kept, you just need to let the new project manager and contractors know so they don't add them into their quotes.

James: is there a process that you recommend we use to consult our members about the building location? Such as an online survey.

Karyn: Yes, an online survey can be used, just make sure the options are clear and that it has a deadline and once the deadline has passed then the decision is final.

Matthew: The total construction needs to be completed before November 2025?

Karyn: There is a possibility of an extension if you need it but at the moment I don't think we need to worry about that.

Russell: Is there a fee associated with getting an extension?

Karyn: The only way there would be an extra cost involved is if the costs of labour and materials increase between now and then. Which then you can apply for a cost variation.

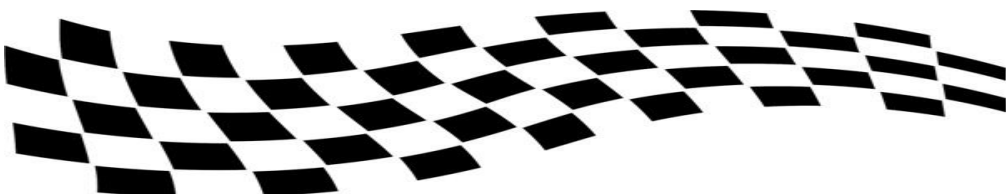
Matthew: So, if we go back out to tender and the costs increase can we then submit a variation and negotiate that with Sports & Recreation?

Karyn: If that happens then we will need to discuss that and come up with a strategy to apply for a variation.

Matthew: And what if the new tender prices come back under the prices we have already received?

Karyn: In that case we can then discuss other plans to change the current plans to match the price already granted such as adding extras while still staying under the scope of the grant.

Trent: To add to that, we have two options if this happens. We can look at re scoping the project to fit within the original scope. So instead of having one toilet and shower you might be able to add an extra toilet or shower. The other option we can look at is to have that money refunded and what we do then because its an



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80/20 split. 80% from the department and 20% from the club and if the cost comes in less you also pay less as a club.

Melissa: If there are any funds leftover, could we potentially fix our already existing amenities block.

Trent: Potentially yes, you would just need to submit a variation if there are any funds leftover for that.

Graham: Within the scope of this building can a First Aid room be added?

Trent: This funding was funded under the Inclusive and Accessible (INA), and under that particular funding category yes first aid rooms were allowed to be included into that. So I think if you were looking into having a bit of a scope change and add that into that I think we could probably get that approved. My question to you is that I assume you have to have an ambulance on site at race meetings, would they be using a first aid room if you have an ambulance onsite already?

Melissa: We have a medical officer onsite for race meeting with a medical van but if someone needs to be transported to the hospital then they would need somewhere to wait for an ambulance to come from Toowoomba.

Amy: Karting Australia have made a rule that every track must have a first aid/medical room by the end of 2025.

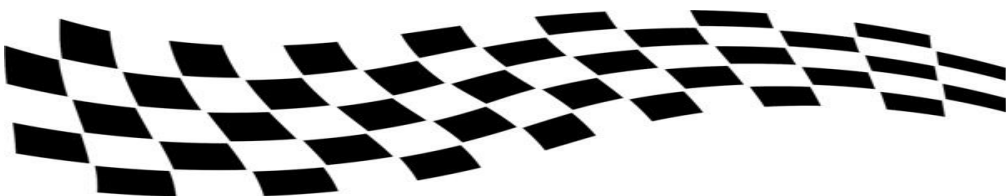
Trent: Ok we will look into adding this.

Thank you to everyone who showed up to this meeting, its great to see so many members showing up and supporting their committee.

Melissa thanked everyone for attending the meeting.

Thank You all again for attending

Meeting closed at 19:35 Hrs.



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