



Australian Karting Association (QLD) Inc.

State Karting Council Meeting Agenda

Saturday 11th July, 2015

Sunday 12th July, 2015

**Brisbane International - Virginia
Cnr Sandgate Road & Zillmere Road
Boondall. QLD 40347.
PH - 07 3265 7066**

Commencing at 1.00pm

Meeting Opened at

Item 1 - Confirmation of attendance, proxies and apologies

Motion: That the proxies, attendance and apologies be accepted.

Proxies

Carried By

Attendance

Apologies

Moved :-

Seconded :-

Voting For - Against - Abstain -

Motion :-

Item 2 – Declaration of Pecuniary Interests

Item 3 - Acceptance of digital recorder

Motion: That the digital recorder is accepted to assist with recording the minutes.

Moved :-

Seconded :-

Voting For - Against – Abstain -

Motion :-

Item 4 - Open meeting to observers

Motion: That the meeting be open to observers except where it relates to legal matters.

Moved :-

Seconded :-

Voting For - Against - Abstain -

Motion :-

Item 5a - Confirmation of Minutes

Recommendation: That the minutes be accepted from the 21st & 22nd February, 2015 State Karting Council Meeting be accepted.

Moved :-

Seconded :-

Voting For - Against - Abstain -

Motion :-

Item 5b – Business Arising from Previous Minutes

Item 6 – Management Reports

Vice President Report - attached

Jnr Vice President Report - attached

Treasures Report - attached

Secretary Report - attached

State Technical Officer Report - attached

State Officials Coordinator Report - attached

Northern Track Inspectors Report

Southern Track Inspector Report

Item 7 – AGENDA ITEMS

Item 7a – Proposed by Management

2015/2016 Budget for approval – Proposed Budget will be supplied separately.

Item 7b – Proposed by Management

Outstanding Affiliation Fees for Brisbane and Gold Coast Kart Clubs. Affiliation fees are due, as per the constitution, 31st January each year. Invoices were sent to the clubs early March and to date Brisbane has not paid. Gold Coast paid last week. SKC needs to determine whether to decrease the affiliation fee for clubs with no track, whether they wish to continue with charging the penalty fee and whether Brisbane will remain affiliated.

Item 7c – Proposed by Management

Officials training 15th & 16th August – Could clubs please bring to the SKC whom they nominate for a weekend officials training. One member from each club will be paid for by Karting Queensland however clubs are welcome to send other members at their cost.

Item 7d – Proposed by Management

2015 Race of Stars – Discussion regarding whether Karting Qld wishes to retain control of this event.

Item 7e – Proposed by Management

Review QLD Sportsman weight Rules and submit alteration for KA approval to match changes announced by KA in June 2015.

Item 7f – Proposed by Management – see proposed attachments

Discuss the Job Position Descriptions.

President

Vice President

Junior Vice President

Treasurer

Secretary

State Technical Officer

State Officials Coordinator

State Track Inspectors

Item 7g – Proposed by Management

Discuss Secretary Position – Paid Employee or remain as Contracted Position.
Expectations of the Role.

Item 7h – Proposed by Rockhampton – see attached

1. Karting Queensland Guidelines for Track Conditions of Use.
2. Karting Queensland providing clubs with basic tools for scrutineering of Mini-Rok and KA100 engines.
3. Establishing a weight parity for Junior Clubman, Junior Max and Junior Performance classes.

Item 7i – Proposed by Emerald – see attached

Discussion item relating to starting procedures.

Item 7j – Proposed by Townsville – see attached

Discussion item relating to State Championship Points Scores & eligibility.

General Business – Items

Meeting Closed at

MANAGEMENT REPORTS



Vice Presidents Report

Well this has been a very rough and uncharted period of time for Karting Queensland. I have found this period to be a challenging time as we need to do what is right and just but also have rules and regulations we need to follow. I can say I have tried to do the right thing for the association and its members even though at times it might seem it is not the correct action to take but I have stayed true to what our constitution and policies say.

We have struggled to achieve the goals we set as a team and have had to face some cold hard reality that not everyone is on the same page to reach the results and that behind the scenes there are people undermining the people that were elected into the positions of our association.

Karting Queensland is currently in the home straight so to speak for our state series with only the Toowoomba round to be run. There is very mixed feedback about the series as with any new event there will be flaws and positives to come from the events. We need to capture these items and have the information available so we can draw from these learnings and improve any events in the future.

The teams that have run the events so far have done a great job and although go unnoticed at times should be thanked for the efforts they have put in to make each round a success. I thank each and every one that has assisted for these events to happen.

I have been working with Terry Sheedy and Les Allen on developing a training and assessment package for Technical and Scrutineering that will assist our association greatly. I thank Terry and Les for their help in this as it is great to have such good people to work with and build something that take us into the future.

I have developed some position descriptors to be discussed at the SKC meeting as we need to have current and precise documents regarding the roles and responsibilities of our elected positions. I thank the people who have helped me to put the knowledge into words. These are living documents and will need to be reviewed each year to keep up with any changes once approved and will assist with the ongoing building of a professional association that can apply for grants and funding to assist with building the sport of Karting in Queensland.

Shane Thirlwall
Vice President
Karting Queensland



Junior Vice President Report

Well that was certainly an interesting period since we last meet face to face. I would like to take this opportunity to remind everyone that as an SKC we have no authority or ability to change any of the decisions made by the tribunal and or the penalties imposed by KA. I would also ask that people remember that their comments or actions have the ability to jeopardise any appeal/appeals that may be underway so please keep this in mind before making any comments on the current situation regarding suspensions.

That said now to the good stuff. As a four member executive we have had to take on an increased workload and at times this has been a little overwhelming especially trying to find time to fit the extra work in around our existing commitments. I think we would all admit that there were teething problems but as a team we have overcome this and since having a face to face get together in Townsville we now have an understanding of what we all expect and the direction is now most certainly forward, touch wood I hope there will be no more side stepping. Shane and Annette, thank you for the way you stepped up and took on the bulk of the new workload, anyone that knows Shane and Annette know they both had lives that were busy enough but took on the extra work and ran with it.

Now for my pet project. The State Series has so far received mixed feedback and I will continue to gather competitor and club feedback so as soon as possible after the third round in Toowoomba we are ready to deliver a proposal for 2016. I'm already working on 2016 based on the feedback received so far and have been speaking with KA as to their expectations and what they have learned from other states that we might find helpful moving forward. Can I please ask that the Delegates go back to their clubs to request feedback from their competing members and send it in via their club secretary to John with myself CC'd in so we can gather everyone's thoughts and suggestions? While we are on the Championship series I would like to say a huge thanks the series officials, John Martin, Mark Hogan and Terry/Les you have all been great to work with and the first 2 rounds have run very smoothly because of your involvement. It is also great to see that we have to a large degree had the same group of helpers with Alf and Maureen and who can forget the Simo's. John and Judy Simonds need to be thanked no end for making sure the meets run on time and as efficiently as possible. Quite often Grid Marshals are overlooked but there is no way you can ignore Judy when she gets warmed up on the Microphone, well done Simo's and thank you for being available when we need you.

The next challenge for the SKC will be the review of the constitution. We all need to understand that the current constitution needs updating and be brought into line with the current model rules, KA expectations and a general modernisation, especially when it comes to voting methods and implementing and enforcing decisions made by our other governing bodies. I thank all clubs for sending in their constitution for review, this was so we can gather ideas for the Karting Queensland constitution. One thing that stands out from reviewing the club constitutions is that there is no reference to casual membership, if you read the majority of Supplementary Regulations there is now reference to casual members, food for thought and just another reason we need to review the Karting Queensland Constitution as well as review our own clubs constitution. This is obviously a future project; however I would like to see a draft ready for presentation at the AGM.

I hope to see as many of you as possible in Toowoomba for the final round of the State Championship Series.

Regards



Brett Aird
Junior Vice President



Report

Treasurer's Report

JULY 2015

As you can see by the Profit and Loss Karting Qld will make a decent profit this year, even with a decrease in participation. This isn't finalized as some amounts will change with the audit.

Our outstanding debtors is looking extremely good with only 4 outstanding debts in excess of 90 days. Having done a little more investigation with Merv Tennant this debt will be written off as a bad debt. Two of the other debts are from Race of Stars with only one not having been partially paid at all. Freem Racewear is being sent to the debt collectors.

The audit for 2014/2015 will be done by Rogers Goldman, they quoted \$1,000 to \$2,000 however I anticipate it to be slightly higher. Thank you to Adam and Tracey Stroud who suggested we try Rogers Goldman.

I have also been working on the 2015/2016 budget which will be presented as a separate item. I am recommending that all fees etc stay as is however, I have put a significant amount aside for training and set aside some money for Junior Development camps.

Our AGM is going to be 24 to 25 October. I have obtained a flight and accommodation package for the AGM but need to book everything 2 months in advance, something I was not expecting, and therefore I would like to request that clubs advise their delegates as soon as possible. The flights with this package are \$99 return with Virgin, for Mount Isa that's a \$600 saving although I'm still sceptical about Mount Isa being included in this deal.

Annette English
Treasurer / Acting State Officials Coordinator
Karting Queensland
Ph: 0408 008 737

KQF-006
Version 1.0
Approved 22 /2/2015





Secretary Report – July 2015

Hi Everyone,

I would like to congratulate the Emerald and Townsville Kart Clubs on their fantastic efforts for all facets of the running of the Queensland State Championships so far. The bar has been raised very high for Toowoomba Kart Club to continue the standards and make sure the State Championship Series finishes on a high.

Licence Processing for the first six months of the year is very much the same as last year. The changes to the rules do not appear to have had a large effect on licence numbers.

New licences for 2015 are 660 compared to 649 last year.

Renewals for 2015 are 278 compared to 282 last year.

It is interesting that new applications for Practice licences are up from 57 to 99 of which 16 of those are drivers are six years old.

The renewals are comparable for all classes with no up or down trends in any age group. There has been a slight shift from Cadet 9 to Cadet 12 due to the age changes in 2015 but in total they are comparable.

Race Entries for the first six months though are down by 12.2%. The entries have dropped from 4260 to 3739. There have been 12 cancelled meetings compared to 9 cancellations last year. The problems with the resurfacing of Toowoomba have been a major factor in the downturn in numbers as they have had no meetings so far this year.

I would like to thank all clubs for their cooperation in submitting paperwork for licences and race meetings. I realise it is hard trying to get officials for meetings as it seems to get down to the same people being relied upon month after month. It is also hard trying to ask officials to far in advance.

Hopefully we can attract more officials with the new presentations for Clerk of Course and Steward being released this week. I hope all clubs make a huge effort to get a representation to the Officials Course planned next month.

Best Regards,

John Martin
State Secretary



Report

Official's Report

JULY 2015

I have contacted most clubs and discussed putting through upgrades for current Grade 4 officials and identifying officials who may wish to get to a Grade 2 or above. Most clubs have responded and these upgrades will go through shortly.

Raceday paperwork in my opinion is a significant issue. The paperwork from various clubs is often missing, incorrectly completed, using out of date forms and doesn't utilize CMS. This is very frustrating as it adds extra work to the State Secretary and often results in penalties not being able to be processed. I recognized that it was possibly due to lack of knowledge rather than lack of care or incompetence. Officials need to be reminded to read the rule book what you thought you knew you may no longer know. Although all our officials are volunteers this can not be an excuse for not utilizing the technology and systems that are in place and have cost a significant amount of money.

The SKC in February agreed to run a big weekend training for our officials. Karting Australia have now released a training package and I am now able to fulfill the previous Officials Coordinators vision. Our big training will take place on the 15th and 16th August 2015. Each club is requested to nominate a delegate which will be paid by Karting Queensland however clubs are welcome to send as many officials as they wish at their expense. I would prefer that the attendees be Grade 3 or above however I do realize this may not be possible. Venue is to be advised.

Annette English
Treasurer / Acting State Officials Coordinator
Karting Queensland
Ph: 0408 008 737

KQF-006
Version 1.0
Approved 22 /2/2015





Australian Karting Association Qld Inc T/A Karting Queensland

President – John McCleverty, Senior Vice President – Shane Thirlwall, Junior Vice President – Brett Aird
Treasurer – Annette English, Secretary – John Martin

REPORT - STATE TECHNICAL ADVISOR

5th July, 2015

Apology

Due to a long standing family commitment, I will not be in attendance on Saturday, although I do plan to be at this Council meeting on Sunday.

2015 So Far

From my perspective, the year has been fairly quiet so far. To date, tech schools have been conducted at Ipswich, Townsville, and Rockhampton. On a couple of occasions, I have worked with local Technical Inspectors at Emerald and Gladstone.

In conjunction with Emerald kart Club, we have a school scheduled for Friday 17th July, to fit in with the CQ series event of that weekend.

I attended the State Championship Round 1 at Emerald in April as Chief Scrutineer. From a technical aspect, the event ran very well, as I noted in my report after the conclusion of that event.

Owing to family matters, I was not able to attend Round 2 in Townsville, but Les Allen, National Technical Commissioner, participated as the Chief Scrutineer. Les has advised me that he was more than impressed with the organisation and co-operation of the Townsville Club and their officials and members. Late in the preparations for this event, we fell short a bar code scanner manager/operator due to health reasons. AJ Flynn was volunteered for the role, and with some phone tuition prior to the event, and with a copy of the manual, she threw herself into the role. Les advises me that she carried out the duties to perfection.

My personal thanks to Townsville Kart Club, their officials and all volunteers for the success of this meeting.

There is a plan to meet with Toowoomba Officials later this month to finalise arrangements for the technical requirements of the final round next month.

Revised Policies

Shane has continued to put quite some effort into these documents, with help from various officials as required. I commend them to this council for endorsement.

As with all such documents, they should be considered as "living" documents, and as such, should not be filed away out of sight and out of mind, as a job forever finalised. They will require from time to time review, and if necessary, improvement as practices change or as technology moves further ahead.

Use of Inspection Gauges

Sorry if I am sounding a bit like a cracked record, but here goes.

Earlier this year, a competitor was charged and found to have a non compliant head insert. Some months after that occurrence, an investigation was undertaken by Karting Australia, who found that there was ambiguity in the wording of the relevant rule, and that all necessary compliance measurements were not undertaken at the time. As a result of this investigation, the penalty has been overturned, the competitor re-instated, and the wording to the relevant rule has been altered to remove the ambiguity.

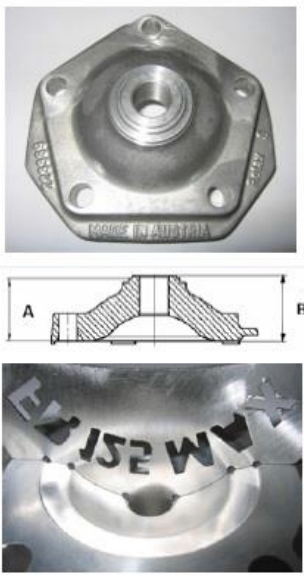
As a consequence of this finding, where we use a gauge to perform an inspection, it follows that where we determine a non-compliance has been discovered with the use of the relevant gauge, we are now obliged to go further and perform a detailed dimensional inspection of the component.

To elaborate on this a bit further, it may be understood that the gauge will be manufactured to a particular set of dimensions, but it may not completely cover the full extent of the tolerances as defined in the relevant technical documents. Therefore, we must now perform those further detailed dimensional inspections, to ascertain whether or not the component, whether modified from the manufacturer's as supplied condition, or not, conforms to the tolerances as defined in the relevant technical document.

So far, so good. I cannot disagree with this requirement, except perhaps to the extent that the component may have been modified, against the spirit and intent of the competition.

Now I will give you my take on the particular gauge that was brought into question in this Karting Australia investigation.

First, reproduced below is the particular Rotax rule covering the inspection of the cylinder head insert, and with the revised notation.

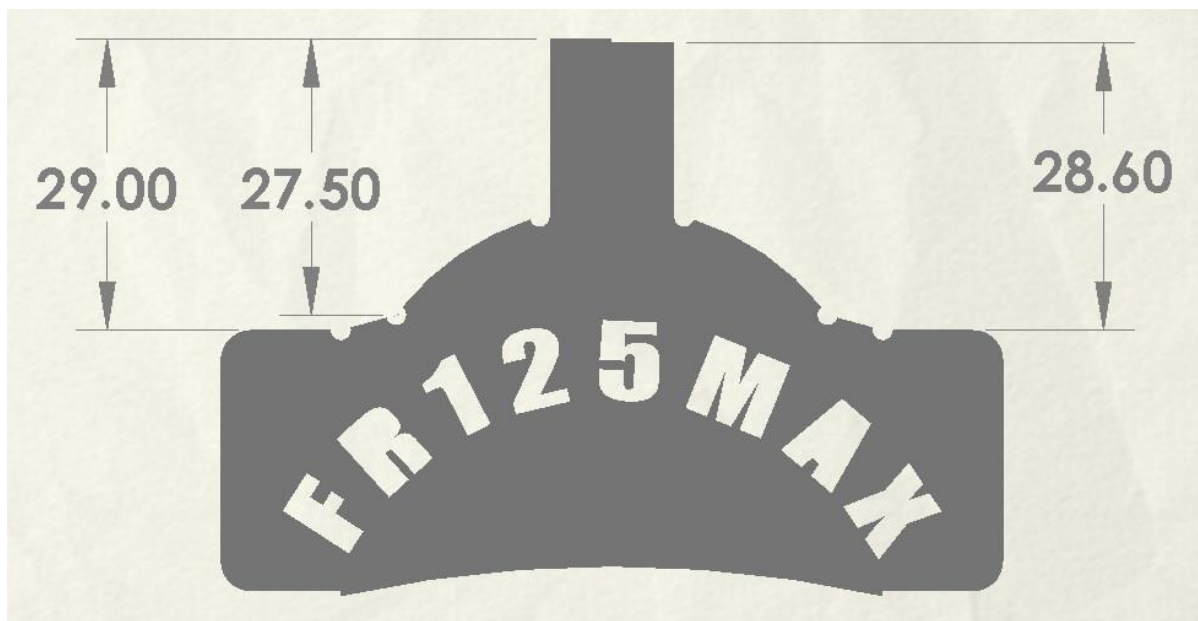
Combustion Chamber Insert	A2.1	Cast identification code has to be "223 389" or "223 389 1" or "223 389 2" or 223 389 2/1" or "223 389 2/2".	
	A2.2	Casted wording "ROTAX" and/or "MADE IN AUSTRIA" must be shown	
	A2.3	Heights of combustion chamber insert have to be 27.55 mm with a tolerance of +0.0/-0,1 mm (A) and 28.80 mm with a tolerance of +/- 0.2 mm (B).	
	A2.4	The profile of the combustion chamber insert has to be checked with a template (ROTAX part no. 277 390). The crack of light between the template and the profile of the combustion chamber insert has to be the same over the whole profile. NOTE: If the combustion chamber insert fails the template check as described herein, detailed measurements of the combustion chamber insert must be taken to determine conformity or non-conformity of the component.	

Of particular interest are dimensions 'A' and 'B'.

Dimension 'A' appears to be the dimension of the height of the spark plug sealing face above the intersection of the squish face and the combustion chamber bowl. As defined, it must lie on or between the limits of 27.45mm to 27.55mm.

Dimension 'B' appears to be the height of the spark plug sealing face above the head insert gasket face. As defined, it must lie on or between the limits of 28.6mm to 29.0mm.

So if we consider the profile gauge itself, a drawing showing relevant detail is reproduced below.



These dimensions are reproduced from carefully taking dimensions from an actual profile gauge. It will be noted that dimension 'B' can be determined for compliance from the gauge itself. A visual inspection is all that is necessary. No further dimensional inspection of the head insert is required. While dimension 'A' is incorporated into the gauge, in use, the gauge may not indicate absolutely compliance or otherwise. However, given that the tolerance, + or - the 27.5mm dimension varies either way by about the thickness of a human hair, a visual appraisal of the result is all that should be required to determine compliance or otherwise.

Therefore, it is my opinion that Karting Australia has erred in its findings, as it appears to not understand the detail and function of the gauge itself.

Terry Sheedy
State Technical Advisor
Mobile: 0477 674 205
Email: technical@kartingqld.com.au



AGENDA

ITEMS

Agenda Items 7f

Karting Queensland Position Descriptor : President	2015
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Position Title:	President Karting Queensland	Prepared / Revised Date:	2015
Name:			
Reports To	Karting QLD State Karting Council		

Position Purpose:	
To proactively and effectively be ultimately accountable for the running of the association	
Position Scope:	
<p>The President is responsible for:</p> <ul style="list-style-type: none"> • Ultimately Accountable for the running of the association • Chair Committee meetings ensuring that they are run efficiently and effectively • Have a good working knowledge of the Constitution, rules and duties of office bearers and ensures that the constitution and rules are adhered to including inheritance to a quorum • Act as a signatory for the Club in all legal purposes and financial purposes • Regularly focus the Committee's attention on matters that relate to its own structure, role and relationship to any paid employees • Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution • Ensures the association is aiming to increase its membership base and provide increased opportunities for all members • Ensures meetings of the Management Committee are held and develops the Committee meeting agenda with the Secretary. • Work with the organisation to ensure: <ul style="list-style-type: none"> 1. The necessary skills are represented on the executive and that a succession plan is in place to help find new Committee members when required. 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Organisation. • Work with the Executive to manage any paid employees of the organisation including recruitment, retention, salary and performance reviews, etc. • Serve as a spokesperson for the organisation when required • Communicate regularly and systematically with the Presidents of the member Clubs, the association and or parent body. • Assist in the development of partnerships with sponsors, funding agencies, local and state government and organisations that are relevant to the goals of the organisation. • Complying with required Australian Acts, standards, environmental standards, Karting Australia Rule Book, Karting Queensland Policies & Procedures and any other relevant documents relating to the operation of Karting Queensland. 	
Key Position Relationships	
Direct Reports:	<ul style="list-style-type: none"> • Secretary Karting Queensland • Vice President Karting Queensland • Jnr Vice President Karting Queensland • Treasurer Karting Queensland

Karting Queensland	Page 1 of 2
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Other Key Relationships:	<ul style="list-style-type: none"> • Karting Queensland Affiliated clubs • Karting Australia
Key Performance Indicators:	
<ul style="list-style-type: none"> • Comply with all the organisations policies and procedures; • Maintain a shared safety culture and demonstrate a commitment to safety; • Conduct duties in an efficient manner to ensure smooth operation maintain a satisfactory attendance and performance record. • Chair meetings ensuring that they are run efficiently and effectively 	
Primary Accountabilities:	
Health and Safety	<ul style="list-style-type: none"> • Promote and maintain safety standards
Leadership	<ul style="list-style-type: none"> • Provide continuity of coverage with minimal disruptions to daily task requirements during periods of scheduled leave; • Communicate in a positive and professional manner with all stakeholders. • Ensures meetings of the Management Committee are held
Teamwork	<ul style="list-style-type: none"> • Establish, maintain and encourage clear communication and professional relationships with; members, Karting Australia and other stakeholders. • Use appropriate methods of communication to ensure information is relayed to necessary recipients in 24hrs.
Primary work to be performed	<ul style="list-style-type: none"> • Action Karting Queensland mail and correspondence accordingly. • Chair Committee meetings ensuring that they are run efficiently and effectively • Any other duties as required
Specific Task	<ul style="list-style-type: none"> • Act as a signatory for the Club in all legal purposes and financial purposes • Serve as a spokesperson for the organisation when required • Have a good working knowledge of the Constitution, rules and duties of office bearers and ensures that the constitution and rules are adhered to including inheritance to a quorum • Work with the Executive to manage any paid employees of the association including recruitment, retention, salary and performance reviews, etc.
Budget and Cost Management	<ul style="list-style-type: none"> • Ensure Karting Queensland management team achieve budgeted forecasts.
SIGNED:	DATE:

Position Title:	Vice-President Karting Queensland	Prepared / Revised Date:	2015
Name:			
Reports To	Karting QLD State Karting Council		

Position Purpose:

To proactively and effectively be accountable for the running of the association

Position Scope:

The Vice-President is responsible for:

- Accountable for the running of the association
- Chair Committee meetings ensuring that they are run efficiently and effectively when the president is unavailable.
- Have a good working knowledge of the Constitution, rules and duties of office bearers and ensures that the constitution and rules are adhered to including inheritance to a quorum
- Act as a second signatory for the Club in all legal purposes and financial purposes
- Focus the Committee's attention on matters that relate to its own structure, role and relationship to any paid employees
- Consult with Committee members to see how they are going and help them to optimize their contribution
- Ensures the association is aiming to increase its membership base and provide increased opportunities for all members.
- Work with the organisation to ensure:
 1. The necessary skills are represented on the executive and that a succession plan is in place to help find new Committee members when required.
 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Organisation.
- Work with the Executive to manage any paid employees of the organisation including recruitment, retention, salary and performance reviews, etc.
- Serve as a spokesperson for the organisation when required
- Communicate with member Clubs, the association and or parent body.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government and organisations that are relevant to the goals of the organisation.
- Complying with required Australian Acts, standards, environmental standards, Karting Australia Rule Book, Karting Queensland Policies & Procedures and any other relevant documents relating to the operation of Karting Queensland.

Key Position Relationships

Direct Reports: • nil

Other Key Relationships:	<ul style="list-style-type: none"> • Secretary Karting Queensland • Vice President Karting Queensland • Jnr Vice President Karting Queensland • Treasurer Karting Queensland • Karting Queensland Affiliated clubs • Karting Australia
Key Performance Indicators: <ul style="list-style-type: none"> • Comply with all the organisations policies and procedures; • Maintain a shared safety culture and demonstrate a commitment to safety; • Conduct duties in an efficient manner to ensure smooth operation maintain a satisfactory attendance and performance record. • Chair meetings ensuring that they are run efficiently and effectively when required. 	
Primary Accountabilities:	
Health and Safety	<ul style="list-style-type: none"> • Promote and maintain safety standards
Leadership	<ul style="list-style-type: none"> • Provide continuity of coverage with minimal disruptions to daily task requirements during periods of scheduled leave; • Communicate in a positive and professional manner with all stakeholders.
Teamwork	<ul style="list-style-type: none"> • Establish, maintain and encourage clear communication and professional relationships with; members, Karting Australia and other stakeholders. • Use appropriate methods of communication to ensure information is relayed to necessary recipients in 24hrs.
Primary work to be performed	<ul style="list-style-type: none"> • Action Karting Queensland mail and correspondence accordingly. • Chair Committee meetings ensuring that they are run efficiently and effectively when required • Any other duties as required
Specific Task	<ul style="list-style-type: none"> • Serve as a spokesperson for the organisation when required • Have a good working knowledge of the Constitution, rules and duties of office bearers and ensures that the constitution and rules are adhered to including inference to a quorum • Work with the Executive to manage any paid employees of the association including recruitment, retention, salary and performance reviews, etc.
Budget and Cost Management	<ul style="list-style-type: none"> • Ensure Karting Queensland management team achieve budgeted forecasts.
VICE PRESIDENT :	DATE:

Position Title:	Junior Vice President Karting Queensland	Prepared / Revised Date:	2015
Name:			
Reports To	Karting QLD State Karting Council		

Position Purpose:

To be accountable for the running of the association

Position Scope:

The Junior Vice President is responsible for:

- Accountable for the running of the association
- Chair Committee meetings ensuring that they are run efficiently and effectively when the president and vice president are unavailable.
- Have a good working knowledge of the Constitution, rules and duties of office bearers and ensures that the constitution and rules are adhered to including inheritance to a quorum
- Focus the Committee's attention on matters that relate to its own structure, role and relationship to any paid employees
- Consult with Committee members to see how they are going and help them to optimize their contribution
- Ensures the association is aiming to increase its membership base and provide increased opportunities for all members.
- Work with the organisation to ensure:
 1. The necessary skills are represented on the executive and that a succession plan is in place to help find new Committee members when required.
 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Organisation.
- Work with the Executive to manage any paid employees of the organisation including recruitment, retention, salary and performance reviews, etc.
- Serve as a spokesperson for the organisation when required
- Communicate with member Clubs, the association and or parent body.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government and organisations that are relevant to the goals of the organisation.
- Complying with required Australian Acts, standards, environmental standards, Karting Australia Rule Book, Karting Queensland Policies & Procedures and any other relevant documents relating to the operation of Karting Queensland.

Key Position Relationships

Direct Reports: • nil

Other Key Relationships:	<ul style="list-style-type: none"> • Secretary Karting Queensland • Vice President Karting Queensland • Jnr Vice President Karting Queensland • Treasurer Karting Queensland • Karting Queensland Affiliated clubs • Karting Australia
Key Performance Indicators: <ul style="list-style-type: none"> • Comply with all the organisations policies and procedures; • Maintain a shared safety culture and demonstrate a commitment to safety; • Conduct duties in an efficient manner to ensure smooth operation maintain a satisfactory attendance and performance record. • Chair meetings ensuring that they are run efficiently and effectively when required. 	
Primary Accountabilities:	
Health and Safety	<ul style="list-style-type: none"> • Promote and maintain safety standards
Leadership	<ul style="list-style-type: none"> • Provide continuity of coverage with minimal disruptions to daily task requirements during periods of scheduled leave; • Communicate in a positive and professional manner with all stakeholders.
Teamwork	<ul style="list-style-type: none"> • Establish, maintain and encourage clear communication and professional relationships with; members, Karting Australia and other stakeholders. • Use appropriate methods of communication to ensure information is relayed to necessary recipients in 24hrs.
Primary work to be performed	<ul style="list-style-type: none"> • Action Karting Queensland mail and correspondence accordingly. • Chair Committee meetings ensuring that they are run efficiently and effectively when required • Any other duties as required
Specific Task	<ul style="list-style-type: none"> • Serve as a spokesperson for the organisation when required • Have a good working knowledge of the Constitution, rules and duties of office bearers and ensures that the constitution and rules are adhered to including inference to a quorum • Work with the Executive to manage any paid employees of the association including recruitment, retention, salary and performance reviews, etc.
Budget and Cost Management	<ul style="list-style-type: none"> • Ensure Karting Queensland management team achieve budgeted forecasts.
SIGNED:	DATE:

Position Title:	Treasurer Karting Queensland	Prepared / Revised Date:	2015
Name:			
Reports To	Karting QLD State Karting Council.		

Position Purpose:

To proactively and effectively perform a diverse range of financial, administrative and assistant support functions for Karting Queensland.

Position Scope:

The Treasurer is responsible for:

- Administering all financial affairs of the association.
- Have a good working knowledge of the Constitution, rules and duties of office bearers
- Act as a signatory for the Club in all financial purposes
- Monthly financial reports – present at monthly committee meetings
- Regularly focus the Committee's attention on matters that relate to its own structure, role and relationship to any paid employees.
- Periodically consult with Committee members
- Work with the organisation to ensure:
 1. The necessary skills are represented on the executive and that a succession plan is in place to help find new Committee members when required.
 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Organisation.
- Work with the Executive to manage any paid employees of the Club including recruitment, retention, salary and performance reviews, etc.
- Communicate regularly and systematically with member Clubs, the association and or parent body.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the organisation.
- Complying with required Australian Acts, standards, environmental standards, Karting Australia Rule Book, Karting Queensland Policies & Procedures and any other relevant documents relating to the operation of Karting Queensland.

Key Position Relationships

Direct Reports:	<ul style="list-style-type: none"> • nil
Other Key Relationships:	<ul style="list-style-type: none"> • Secretary Karting Queensland • Vice President Karting Queensland • Jnr Vice President Karting Queensland • Treasurer Karting Queensland • Karting Queensland Affiliated clubs • Karting Australia •

Key Performance Indicators:

- Comply with all the organisations policies and procedures;
- Maintain a shared safety culture and demonstrate a commitment to safety;
- Conduct duties in an efficient manner to ensure smooth operation maintain a satisfactory attendance and performance record.
- Provide advice to the Committee in their management of the association finances
- Administer all financial affairs of the association.
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly committee meetings
- Arrange and despatch invoices for periodical payment
- Keep accurate record of all membership payments
- Be a signatory on Associations account

Primary Accountabilities:

Health and Safety	<ul style="list-style-type: none"> • Promote and maintain safety standards
Leadership	<ul style="list-style-type: none"> • Provide continuity of coverage with minimal disruptions to daily task requirements during periods of scheduled leave; • Communicate in a positive and professional manner with all stakeholders. • Administer all financial affairs of the association.
Teamwork	<ul style="list-style-type: none"> • Establish, maintain and encourage clear communication and professional relationships with; members, Karting Australia and other stakeholders. • Use appropriate methods of communication to ensure information is relayed to necessary recipients in 24hrs. • Monthly financial reports – present at monthly committee meetings and supply to clubs.
Primary work to be performed	<ul style="list-style-type: none"> • Maintain Karting Queensland documents, Financial records • Maintain office supplies and services to required levels, in line with budget; • Arrange Karting Queensland SKC meetings, travel arrangements, etc.; • Action Karting Queensland mail and correspondence accordingly. • Any other duties as required. • Receipt of all incoming monies • Bank all monies received • Pay all accounts • Maintain accurate records of all income and expenditure

Specific Task	<ul style="list-style-type: none"> • Deliver timely and accurate reports, • Ensure confidential and sensitive information is secure and remains confidential • Making payments made by Electronic Funds Transfer • Maintain competence in the use of various Karting Australia & Karting Queensland systems including • Complete Project work as required. • 	
Budget and Cost Management	<ul style="list-style-type: none"> • Ensure Karting Queensland management team achieve budgeted forecasts. 	
SIGNED :		DATE:

Position Title:	Secretary Karting Queensland	Prepared / Revised Date:	2015
Name:			
Reports To	Karting QLD Executive		

Position Purpose:

To proactively and effectively perform a diverse range of administrative and assistant support functions for Karting Queensland.

Position Scope:

The State Secretary is responsible for:

- Providing and maintaining a high level of administrative assistance and support service functions to Karting Queensland while maintaining adequate procedures;
- Providing administrative support to the management team and liaise with clubs through business where required.
- Co-ordinating itineraries, logistics, meetings, travel arrangements for the State, clubs and Officials for attendance to State Karting Council meetings, trainings, track inspections and any other required events.
- Developing and applying administrative systems and processes for continuous improvement;
- Ensuring all State office inventory levels are maintained at an optimum level to achieve budgets and forecasts;
- Providing event assistance where directed;
- Liaise with Karting Queensland Treasurer for bill payments and invoicing
- Licence processing, distributing Supplementary Regulations for approval, raising Supplementary Regulations on CMS and website, processing & chasing up Race day documentation, maintaining affiliation register.
- Complying with required Australian Acts, standards, environmental standards, Karting Australia Rule Book, Karting Queensland Policies & Procedures and any other relevant documents relating to the operation of Karting Queensland.

Key Position Relationships

Direct Reports:	<ul style="list-style-type: none"> • President Karting Queensland
Other Key Relationships:	<ul style="list-style-type: none"> • Vice President Karting Queensland • Jnr Vice President Karting Queensland • Treasurer Karting Queensland • Karting Queensland Affiliated clubs • Karting Australia

Key Performance Indicators:

- Comply with all Karting Queensland policies and procedures;
- Maintain a shared safety culture and demonstrate a commitment to safety;
- Conduct duties in an efficient manner to ensure smooth operation of the administrative support functions while providing attention to detail to enable quality outcomes:
 - Meeting Minutes – accurately distributed within 5 days;
 - Ongoing Management of stock levels of all office inventories to ensure goods and services are available when required.
 - Data Entry – accurately entered;
 - Liaise with Karting Queensland Treasurer
 - Completion of End of Month reports and tasks by the 10th of the Month
- ▲ Maintain a satisfactory attendance and performance record

Primary Accountabilities:		
Health and Safety	<ul style="list-style-type: none"> Promote and maintain safety standards 	
Leadership	<ul style="list-style-type: none"> Act as a first point of contact for all enquiries the Karting Queensland, including all direct incoming calls; Manage time based on priority; Provide continuity of coverage with minimal disruptions to daily task requirements during periods of scheduled leave; Communicate in a positive and professional manner with all stakeholders. 	
Teamwork	<ul style="list-style-type: none"> Establish, maintain and encourage clear communication and professional relationships with; members, Karting Australia and other stakeholders. Use appropriate methods of communication to ensure information is relayed to necessary recipients in 24hrs. 	
Primary work to be performed	<ul style="list-style-type: none"> Maintain Karting Queensland documents, filing system and office environment; Maintain office supplies and services to required levels, in line with budget; Arrange Karting Queensland personnel itineraries, logistics, meetings, access, travel arrangements, etc.; Action Karting Queensland mail and correspondence accordingly. Any other duties as required. Operate the state office between 10.00am and 6.00pm Monday to Friday. 	
Specific Task	<ul style="list-style-type: none"> Deliver timely and accurate reports, meeting minutes, memoranda, and other documents as required; Ensure confidential and sensitive information is secure and remains confidential; Ensure security and confidentiality of karting Queensland emails and communications within the executive. CMS functionality as related to Karting Queensland e.g. Licence processing and Supplementary Regulations Distribution of Supplementary Regulations to SOC & STI for approval and Karting Australia for State Championship Processing and chasing up of Race Day documentation from clubs Forwarding documentation, bills and reimbursement requests to treasurer Seconding payments made by Electronic Funds Transfer Maintain competence in the use of various Karting Australia & Karting Queensland systems including CMS, Secure Pay, Internet Banking and Microsoft Office Suite. Complete Project work as required. 	
Budget and Cost Management	<ul style="list-style-type: none"> Assist Karting Queensland management team achieve budgeted forecasts. 	
SECRETARY:		DATE:
SIGNED:		

Position Title:	Karting Queensland State Technical Advisor	Prepared / Revised Date:	2015
Name:			
Reports To	Karting Queensland Executive		

Position Purpose:

To proactively and effectively perform Technical inspections and training of required skills for members.

Position Scope:

The Technical Inspector is responsible for:

- Approval of supplementary regulations to ensure the correct technical skills is available for race meetings.
- Training of officials in the duties of technical inspections and scrutineering.
- Have a good working knowledge of the Constitution, rules and duties of office bearers
- Regularly focus the Committee's attention on matters that relate to its role and relationship.
- Work with the organisation to ensure:
 1. The necessary skills are represented on the executive and that a succession plan is in place to help find new Committee members when required.
 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Organisation.
- Work with the Executive to manage any paid employees of the organisation including recruitment, retention, salary and performance reviews, etc.
- Communicate regularly and systematically with the member Clubs, the association and or parent body.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the organisation.
- Complying with required Australian Acts, standards, environmental standards, Karting Australia Rule Book, Karting Queensland Policies & Procedures and any other relevant documents relating to the operation of Karting Queensland.

Key Position Relationships

Direct Reports:	<ul style="list-style-type: none"> • Karting Queensland Council
Other Key Relationships:	<ul style="list-style-type: none"> • Secretary Karting Queensland • Vice President Karting Queensland • Jnr Vice President Karting Queensland • Treasurer Karting Queensland • Karting Australia national Technical committee

Key Performance Indicators:

- Comply with all the organisations policies and procedures;
- Maintain a shared safety culture and demonstrate a commitment to safety;
- Conduct duties in an efficient manner to ensure smooth operation maintain a satisfactory attendance and performance record.
- Sound knowledge of data collection from Technical inspection equipment.
- Ability to communicate via electronic means and have sound knowledge of use and ability to prepare quality written reports and documents.
- Possess computer based skills to enable data recovery from ignition modules, bar code equipment in respect of technical matters.
- Have a sound knowledge and understanding of current technical and inspection regulations as set out in Karting Australia manual and technical documents and other regulations as adopted by Karting Queensland council.
- Possess a broad knowledge of engine engineering and the use of specialist technical inspection equipment as required of the various technical inspection documents.

Primary Accountabilities:

Health and Safety	<ul style="list-style-type: none"> • Promote and maintain safety standards
Leadership	<ul style="list-style-type: none"> • Provide continuity of coverage with minimal disruptions to daily task requirements during periods of scheduled leave; • Communicate in a positive and professional manner with all stakeholders. • Perform Training and Assessment of current and future Technical and Scrutineering inspectors. • Coordinate training sessions with Karting Queensland clubs as required.
Teamwork	<ul style="list-style-type: none"> • Establish, maintain and encourage clear communication and professional relationships with; members, Karting Australia and other stakeholders. • Use appropriate methods of communication to ensure information is relayed to necessary recipients in a timely manner.
Primary work to be performed	<ul style="list-style-type: none"> • Maintain records of technical inspections conducted during Karting Queensland permitted events • Maintain the Karting Queensland official technical tools, gauges and technical equipment. • Maintain calibration of Karting Queensland technical inspection equipment as required by the rules of Karting Australia. • Attend disciplinary or appellate tribunals as the Karting Queensland expert on Technical matters. • Advise Karting Queensland, competitors and technical inspection personnel on technical matters. • Maintain a register of accredited technical inspection personnel
Specific Task	<ul style="list-style-type: none"> • Deliver timely and accurate reports, • Ensure confidential and sensitive information is secure and remains confidential • Maintain competence in the use of various Karting Australia & Karting Queensland systems. • Complete Project work as required.
Budget and Cost Management	<ul style="list-style-type: none"> • Ensure Karting Queensland management team achieve budgeted forecasts.

SIGNED :		DATE:

Position Title:	Karting Queensland State Officials Coordinator	Prepared / Revised Date:	2015
Name:			
Reports To	Karting QLD State Karting Council		

Position Purpose:

To proactively and effectively perform a range of duties that ensure the correct and appropriately accredited officials are in charge of race meetings and be responsible for and ensure effective training of these and future officials.

Position Scope:

The Officials coordinator is responsible for:

- Having a working knowledge of the Constitution, rules, policies and duties of Karting Queensland office bearers
- Regularly focus the Committee's attention on matters that relate to its own structure, role and relationship.
- Periodically consult with Committee members.
- Work with the organisation to ensure:
 1. The necessary skills are represented on the executive and that a succession plan is in place to help find new suitably qualified Committee members when required.
- Communicate regularly and systematically with the member Clubs, Club officials, the Association and or parent body.
- Assist in the development of partnerships with funding agencies, local and state government, organisations that are relevant to the goals of the organisation.
- Complying with required Australian Acts, standards, environmental standards, Karting Australia Rule Book, Karting Queensland Policies & Procedures and any other relevant documents relating to the operation of Karting Queensland.

Key Position Relationships

Direct Reports:	<ul style="list-style-type: none"> • Secretary Karting Queensland • Vice President Karting Queensland • Jnr Vice President Karting Queensland • Treasurer Karting Queensland
Other Key Relationships:	<ul style="list-style-type: none"> • Karting Queensland Affiliated clubs • Karting Australia

Key Performance Indicators:

- Comply with all the organisations policies and procedures;
- Maintain a shared safety culture and demonstrate a commitment to safety.
- Maintain compliance to regulations and to ensure that is throughout the areas of responsibilities.
- Conduct duties in an efficient and diligent manner to ensure smooth operation.

Primary Accountabilities:

Health and Safety	<ul style="list-style-type: none"> Promote and maintain high safety standards
Leadership	<ul style="list-style-type: none"> Communicate in a positive and professional manner with all stakeholders.
Teamwork	<ul style="list-style-type: none"> Establish, maintain and encourage clear communication and professional relationships with; Clubs, Club members, Karting Queensland, Karting Australia and other stakeholders. Use appropriate methods of communication to ensure information is relayed to necessary recipients in a timely manner.
Primary work to be performed	<ul style="list-style-type: none"> Maintain Karting Queensland documents, Action Karting Queensland mail and correspondence accordingly in a timely manner Any other duties as required by karting Queensland management. Approve supplementary regulations for correct grading and appointment of mandatory accredited officials. Review all completed race day officials paperwork for faults and inconsistencies and advise where failures occur and correct items. Respond to clubs and members inquiries in relation to regulations and assist with required official documentation where required.
Specific Task	<ul style="list-style-type: none"> Deliver timely and accurate reports, Ensure confidential and sensitive information is secure and remains confidential Maintain competence in the use of various Karting Australia & Karting Queensland systems including CMS and other training modules. Maintain a register of accredited officials Review standards and recommend upgrades to Management. Observe performances where accreditation upgrades are required as necessary. Complete Project work as required.
Budget and Cost Management	<ul style="list-style-type: none"> Assist Karting Queensland management team achieve budgeted forecasts. Utilise funds when and where required primarily to improve the quality of training modules and face to face classes and event training within the scope of allocated budgets.

SIGNED :		DATE:

Agenda Item 7h

Rockhampton Formula "K" Kart Club Inc.

Fitzroy Park Raceway

At Archer on the Bruce Highway,
just south of Rockhampton

Steve Peatey Acting President
Mobile: 0417 630 650

Ashley MacMaster Vice President
Mobile: 0439 324 935

Judy Simonds Secretary
Telephone: 0417 857 547

Wendy Baker Treasurer
Mobile: 0427 881 803

R'ton Formula K Kart Club

PO Box 5189
CQ Mail Centre Qld 4702

Email – rfkkc@hotmail.com

Track Phone: 07 4934 6433
ABN: 30 367 676 602



17 June 2015

Mr John Martin
Secretary
Karting Qld
3 Aurelius St
Augustine Heights. Qld. 4300

Dear John

Could you please add the following items to the SKC Meeting agenda
scheduled for 11 and 12 July?

- (1) Karting Queensland Guidelines for Track Conditions of Use
- (2) Karting Queensland providing clubs with the basic technical tools to scrutineer Mini-Rok and KA 100 engines.
- (3) Establishing a weight parity between Junior Clubman, J Max and the Junior Performance classes. (This topic is brought forward from the February meeting as our delegate was unable to attend due to Cyclone Marcia.)

Thank you for adding these items to the agenda.

Kind regards

A handwritten signature in cursive script that reads "Judy Simonds". The signature is written in dark ink and is positioned above the printed name and title.

Judy Simonds
Secretary
RFKKC

Agenda Item 7i



EMERALD KARTING CLUB Inc.

Capricorn Highway / PO Box 1137, Emerald Qld 4720

President: Shane Nixon

Vice President: Michael Rolfe

Secretary: Cobi Derksen

Treasurer: Chris Armstrong

To the Queensland State Karting Council

I believe that almost all Karters would agree that the starts in kart races are not controlled or fair and cause carnage, I understand while we have competitive Karters this will never be perfect but the current start procedure needs to be reviewed.

The whole idea of qualifying is to earn your grid position; giving the fastest qualifier the advantage on the start, and so on down the order, if the pole setter does not get this advantage and so on down the order then the entire qualifying process is a complete waste of time.

Under the present starting procedure anyone can get the jump, sometimes 2nd qualifier takes off first, sometimes karts from behind are getting the jump, everyone is speeding up prior to the Green light etc, etc, all this is very difficult for the starter in a tower to see, this is forcing the pole setter to battle to get a good start forcing him to speed up prior to the green light, all the other drivers are also anticipating the Green light knowing roughly when it goes Green and are pushing, braking, on off the throttle etc, jumping the start.

This system allows for anyone to get the advantage on the start allowing too many karts into the first corner at once, instead of roughly in the order they qualified, causing carnage.

I believe the pole setter should start the race, all drivers should be in position well before the corner prior to the start, and providing all is in order the light should already be green when the karts come onto the straight approaching the start, no one accelerates until the pole setter accelerates, this can be anywhere between the acceleration line and the start line, the starter still has the option to give an Orange light if necessary.

This way the pole setter does not need to start speeding up prior to the Green light in order to get away first, therefore keeping the entire field at a steady pace not knowing when the race will start, eliminating anticipating a Green light.

This will also make it much easier for the starter in the tower to identify those doing the wrong thing. The pole setter must still be responsible for maintaining a consistent steady pace.

We would like to submit a request for authorisation to trial this at club level.

Regards

Cobi Derksen

Emerald Kart Club Secretary

Agenda Item 7j



Townsville Kart Club
233 Shaw Rd
Bohle QLD 4818

Dear John

Townsville Kart Club would like the following to be included as an agenda item at the SKC meeting on 11/12th July 2015:

Re: Queensland Kart Championship

TKC would like to propose that in order for the overall Championship trophies and placings to be awarded the karters must have participated in all 3 rounds of the championship.

We do not believe it would be fair to the karters who have made the effort and considerable expense to go to all 3 rounds if a karter who had only been to 1 or 2 rounds were to be awarded a state trophy or place.

However, we are not opposed to karters doing only 1 or 2 rounds and believe that they should be entitled to the Round trophies and places if they get on the podium.

Best regards

Rob Ainge

Robert Ainge
Townsville Kart Club President

PREVIOUS MINUTES



Australian Karting Association (QLD) Inc.

State Karting Council Meeting Agenda

Saturday 21st February, 2015
Sunday 22nd February, 2015

Quality Hotel Airport International
Hinkler's Conference Centre
528 Kingsford Smith Drive,
Hamilton. QLD 4007.
PH - 07 3268 6388

Commencing at 1.00pm

Meeting Opened at 1.19pm

Item 1 - Confirmation of attendance, proxies and apologies

Motion: That the proxies, attendance and apologies be accepted.

Proxies

Toowoomba
Emerald
Mt Isa
Gladstone (until Delegates arrive)

Carried By

Tom Kenneally
Brett Aird
Shane Thirlwall
John Martin

Attendance

CLUB

BRISBANE
CAIRNS
CAIRNS
COOLOOLA
EMERALD
GLADSTONE
GLADSTONE
IPSWICH
IPSWICH
MACKAY

Attendee

Ralph van DOORN
Mark HOGAN
Annette DODGE
Jon GALOS
Brett AIRDE
Greg SMITH
Malcolm SAUNDERS
Maureen CAPRI
Ian Mather
Karla OGILVIE

Position

Delegate
Delegate
Co Delegate
Delegate
Proxy
Delegate
Co Delegate
Delegate
Co Delegate
Delegate

MT.ISA	Shane THIRWALL	Proxy
TOOWOOMBA	Tom KENNEALY	Proxy
TOWERS	Peter THOMAS	Delegate
TOWNSVILLE	Rob Ainge	Delegate
WARWICK	Alf CAPRI	Delegate
WHITSUNDAYS	Stacey HADLOW	Delegate
WHITSUNDAYS	Adam STROUD	Co Delegate

MANAGEMENT COMMITTEE

President	John McCLEVERTY
Senior Vice President	Shane THIRLWALL
Junior Vice President	Brett AIRD
Treasurer	Annette ENGLISH
Secretary	John MARTIN
State Officials Coordinator	Ralph van DOORN
Track Inspector South	Tom KENNEALY
Track Inspector North	Peter THOMAS

VISITORS

Nicholas RUDZINSKI	Ipswich
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APOLOGIES

State Technical Officer	Terry Sheedy
SEKQLD	Lochie LAWRENCE
GOLD COAST	
BUNDABERG	
VINTAGE	
LIFE MEMBER	John WALPOLE

Motion: That the proxies, attendance and apologies be accepted.

Moved :- Brisbane

Seconded :- Cairns

Voting For - Against - Abstain -

Motion :- Carried

Item 2 – Declaration of Pecuniary Interests

Alf Capri

Adam Stroud

Item 3 - Acceptance of digital recorder

Motion: That the digital recorder is accepted to assist with recording the minutes.

Moved :- Whitsundays

Seconded :- Cairns

Voting For - 12 Against – 0 Abstain - 0

Karting Queensland – SKC Agenda – 11th & 12th July, 2015.

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Motion :- Carried

Item 4 - Open meeting to observers

Motion: That the meeting be open to observers except where it relates to legal matters.

Moved :- Whitsundays

Seconded :- Warwick

Voting For - 12 Against - 0 Abstain - 0

Motion :- Carried

Item 5a - Confirmation of Minutes

Recommendation: That the minutes be accepted from the 25th & 26th October, 2014 State Karting Council Meeting be accepted.

Moved :- Toowoomba

Seconded :- Ipswich

Voting For - 12 Against - 0 Abstain - 0

Motion :- Carried

Item 5b – Business Arising from Previous Minutes

Peter Thomas asked why we there was some voting was 13 and some 14. Cooloola asked have we had a response on the one off State Title. The secretary on behalf of the SKC write to KA as to why we have not a response in writing yet

Motion 1

SKC requests an explanation & response in writing from Karting Australia regarding Emerald and KQ's proposal to run

Moved :- Whitsundays

Seconded :- Ipswich

Voting For - 12 Against - 0 Abstain - 0

Motion :- Carried

The secretary on behalf of the SKC write to KA as to why we have not a response in writing yet

Motion

That the previous minutes be adopted.

Moved :-Whitsundays

Seconded :- Ipswich

Voting For - 12 Against - 0 Abstain - 0

Motion :- Carried

Item 6 – Management Reports

President Report – late item attached
Vice President Report – late item attached
Jnr Vice President Report – late item attached
Treasures Report – See attached
Secretary Report – See attached
State Technical Officer Report – see attached
State Officials Coordinator Report – verbal
Northern Track Inspectors Report - verbal
Southern Track Inspector Report - verbal

Motion 2

State Secretary maintain register of in/out correspondence and include the register in following SKC Meeting.

Moved :- Brisbane

Seconded :- Toowoomba

Voting For - 9 Against – Gladstone, Ipswich & Warwick Abstain - 0

Motion :- Carried

Motion

That the Reports from Management be accepted

Moved :- Cairns

Seconded :- Ipswich

Voting For - 12 Against - 0 Abstain - 0

Motion :- Carried

Item 7 – AGENDA ITEMS

Item 7a – Proposed by Management

2014/2015 Budget for approval – Budget attached.

Motion

That the budget as shown be accepted.

Moved :- Cairns

Seconded :- Whitsundays

Voting For - 12 Against - 0 Abstain - 0

Motion :- Carried

Item 7b – Proposed by Management

Auditor for 2014/2015 financial year.

The treasurer is currently reviewing and getting quotes.

Item 7c – Proposed by Management

QANTAS Acquire Membership - Acquire membership costs just under \$90 (one off payment, no annual fee) and means Karting Qld can earn points which can be redeemed for flights. Individuals can still earn their Frequent Flyer points as well as Karting Qld earning points. We could also consider having a credit card with Westpac and earn additional points for items paid for by Credit Card this however does require an account set up. Ultimately it will hopefully mean using points to pay for flights saving Karting Qld some money.

Motion 3 –

Whitsundays moves the motion for KQ to become a member of Qantas Acquire Club.

Moved :- Whitsundays

Seconded :- Mackay

Voting For - 12 Against - 0 Abstain - 0

Motion :- Carried

Item 7d – Proposed by Management

Bank Accounts – Currently Karting Qld has 3 bank accounts all of which are with different banks. The Bankwest account was set up due to the SecurePay system with CMS and the low processing costs all licence payments direct from the karter go into this account and then it is used to pay Karting Australia. We then have an account with Bank of Qld where clubs pay race fees etc into, this account has Debit cards for the Secretary and Treasurer to pay various costs eg flights, stationary and is also used for everyday bills eg Telephone, honorariums. The third account is with Suncorp and has been set up as the TDF fund. All three bank accounts earn very little interest and we need our money to be working for us. I personally like the idea of having a separate account for the TDF, it is more obvious and not as easily used for everyday expenses. Do we stay with 3 banks and renegotiate better interest? Do we move everything to Bankwest and set up an additional one or two accounts? If Acquire membership is a yes do we look at having an account with Westpac?

Motion 4

Cairns move that the KQ Treasurer arrange Credit Cards with \$5000.00 limits for secretary and Treasurer.

Moved :- Cairns

Seconded :- Ipswich

Voting For - 12 Against - 0 Abstain - 0

Motion :- Carried

Item 7d – Proposed by Management

Writing off of outstanding Bill for Merv Tennant – this bill for \$2,500 incl GST has been outstanding since November 2011. Can I please write this off as a bad debt as it seems unlikely that we will receive the money and not sure it is worth getting a collection agency involved.

Motion 5

Gladstone to move a motion if practical to hand over debt to a collection agency if on a no win no fee basis otherwise to be written off.

Moved :- Gladstone

Seconded :- Ipswich

Voting For - 11 Against - Cairns Abstain - 0

Motion :- Carried

Item 7e – Proposed by Management

2015 State Championship Series – Discussion Items

Extra four classes – Proposed - Junior Performance, Restricted 125 Light, Restricted 125 Heavy, Restricted 125 Super Heavy.

Tyre Pooling - proposed

Entry Fees –

Motion 6

State Title fees are as follows

\$100 Registration Fee

\$200 Entry Fee each round plus tyre pooling

Moved :- Warwick

Seconded :- Ipswich

Voting For - 10 Against – Gladstone, Emerald Abstain - 0

Motion :- Carried

Trophies for top five places in each class for the series will be provided by the State.
State will provide Blue plates to series winners in each class.
Permit fee to each host club will be \$20.00 per entry.
State will pay for advertising prior to each round in Kart Oz.
Each round of State series will have a Series Chief Steward, Chief Scrutineer and Clerk of Course.
The state will pay for accommodation and travel of these Officials.

Item 7f – Proposed by Management

Review of State Policies – See attached items for Review
There are some policies not completed yet but will be forwarded asap.

Mailing labels

Motion – That this policy is deleted.

Moved :- Seconded

:-

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Motion

That if any policy only has a change from AKAQ to KQ that policy change is accepted.

.

Moved :- Gladstone

Seconded :- Mackay

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Legal Policy

Motion – That the legal policy be changed to \$1000.00

Moved :- Gladstone

Seconded :- Ipswich

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

TDF Policy

Motion – TDF – Changes as presented in red be accepted

Moved :- Whitsundays

Seconded :- Townsville

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Track Inspection Fee

Motion – That policy changes as presented in blue/red be accepted.

Moved :- Toowoomba

Seconded :- Cairns

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Scrutineer & Technical Inspections

Motion – That changes as presented in blue/red be accepted

Moved :- Towers

Seconded :- Cairns

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Summary – Entries per class

Motion – To do delete this form

Moved :- Cairns

Seconded :- Ipswich

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

CMS Discrepancy Form

Motion – Retain

Moved :- Townsville

Seconded :- Cairns

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Competition Summary Report

Motion - Retain

Moved :- Whitsundays

Seconded :- Cairns

Voting For - Against – 0 Abstain - 0

Motion :- Carried

Meeting Closed at 6.11pm on Saturday

Meeting Opened at 8.13am on Sunday

Delegates Expenses

Motion :- Accept as proposed

Moved :- Gladstone

Seconded :- Mackay

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Secretary & Licencing Officers

Motion : Accept as proposed.

Moved :- Gladstone

Seconded :- Whitsundays

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Competition & Event Licences Deferred

for further investigation Motion :

Moved :- Seconded :-

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Management Committee Delegations

Motion : Accept as proposed

Moved :- Gladstone

Seconded :- Towers

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

State Officials Policy

Motion : To accept as proposed

Moved :- Towers

Seconded :- Cairns

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Officials Race Day Documentation Requirements

Motion To accept changes as proposed

Moved :- Towers

Seconded :- Whitsundays

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Officials Reimbursement Form Motion

– Accept as shown.

Moved :- Whitsundays

Seconded :- Mackay

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Practice Policy

Motion – Accept as shown.

Moved :- Whitsundays

Seconded :- Ipswich

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Qld Officials Reimbursement Policy

Motion – Accept as show. Moved :-

Towers

Seconded :- Townsville

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Race Calendar & Alterations

Motion : Accept as proposed

Moved :- Whitsundays

Seconded :- Gladstone

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Race Reports – Complaints

Motion : Accept as proposed

Moved :- Cairns

Seconded :- Toowoomba

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Reports

Motion – All reports by management Committee will be on this form

Moved :- Cairns

Seconded :- Toowoomba

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Motion 7– Move a motion to move Cooloola to the Southern Zone

Moved :- Gladstone

Seconded :- Toowoomba

Voting For – Gladstone Against – Cool, Ips, Mack, Toow, Towns, Towers, Warw, Whit
Abstain – Cairns, Mt Isa, Emerald

Motion :- Defeated

State Zone Policy

Motion – Accept policy as shown

Moved :- Cairns

Seconded :- Ipswich

Voting For - 11 Against – Gladstone Abstain - 0

Motion :- Carried

Technical Inspections

Motion – Whitsundays

Seconded :- Ipswich

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Technical Inspection Report

Motion – Accept as presented

Moved :- Cairns

Seconded :- Toowoomba

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Vehicle Hire

Motion – Accept as presented

Moved :- Cairns

Seconded :- Gladstone

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Website Policy

Motion – Accept as presented

Moved :- Mackay

Seconded :- Whitsundays

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Race Permit Applications Policy

Motion – Accepted as presented

Moved :- Toowoomba

Seconded :- Ipswich

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Item 7g – Proposed by Management

State Title Roster for 2016 and beyond. We now have a three round State Championship Series.

To be revisited at another time.

Motion 8 – That John McCleverty be appointed as Queensland's KA Executive Commission

Moved :- Cairns

Seconded :- Towers

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Item 7h – Proposed by Management

CLG – How do we move forward.

Motion 9 – Cairns move that the current constitution be revisited to look at cleaning up & updating for future approval.

Moved :- Cairns

Seconded :- Toowoomba

Voting For - 11 Against – 0 Abstain - Gladstone Motion

:- Carried

Item 7i – Proposed by Cooloola

Heat Stress

Secretary to write to KA regarding original request to Medical Officer as SKC concerned at no answer yet.

Item 7j – Proposed by Cooloola

Discussion on effects of State Championship Series

Already covered by agenda item 7e

Item 7k – Proposed by Rockhampton

Approval of wet weather tyres for Qld Sportsman Class

Motion – That we include all wet weather tyres.

Moved :- Nil

Seconded :-

Voting For - Against – 0 Abstain - 0

Motion :- Lapsed

Item 7l – Proposed by Ipswich

Discussion on Safety Training Assessments

Motion – That legal advice be obtained regarding the STA document.

Moved :- Towers

Seconded :- Townsville

Voting For - 12 Against – 0 Abstain - 0

Motion :- Carried

Whitsundays and Mackay left at 1.00pm

Item 7m – Proposed by Brisbane

Race of Stars financials

Qld Series Financials

Security of KQ emails

KQ ISP requirements

STA and OLT protocols

Officials training for 2015

Motion 11 – Cairns moves a Senior Official from each club be flown to Brisbane for an intensive official's course with the purpose of being able to go back to their clubs and conduct local officials schools themselves.

Moved :- Cairns

Seconded :- Ipswich

Voting For - 10 Against – 0 Abstain - 0

Motion :- Carried

Item 7n – Proposed by Towers

Charters right to vote

Discussion held. It is established that Towers is recognised that they are Fully Affiliated members.

Late Agenda Items -

Item 7o – Proposed by Rockhampton

IAME KA100 Parity

Exec to investigate.

Item 7p – Proposed by Cairns

Pro Weight Classes

QLD Sportsman date extension.

Additional Race Meeting on 4th July

Motion 12 – Cairns moves that can we can run a meeting on the 4th July.

Moved :- Cairns

Seconded :- Cooloola

Voting For - 10 Against – 0 Abstain - 0

Motion :- Carried

Secretary will write to KA confirming QLD Sportsman extension.

Meeting Closed Sunday at 1.50pm