



LATE ITEMS AGENDA

Wednesday 16 December 2020

commencing at 9:30am

Quilpie Shire Council Boardroom
50 Brolga Street Quilpie

Ordinary Meeting of Council

11 December 2020

The Mayor and Council Members
Quilpie Shire Council
QUILPIE QLD 4480

Dear Members

Reference is hereby made to the Ordinary Meeting of the Quilpie Shire Council scheduled to be held at the Council Chambers, on **Wednesday, 16 December 2020**, commencing at **9:30am**.

An agenda for the Ordinary Meeting was forwarded to all Members on 9 December 2020. In addition to the agenda, please find attached a summary of "Late Items".

Yours faithfully

Tim Rose
Acting Chief Executive Officer





ORDINARY MEETING OF COUNCIL AGENDA

Wednesday 16 December 2020
Quilpie Shire Council Boardroom

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Late Decision Report

Ordinary Meeting of Council

17 LATE ITEMS

17.1 (12/20) – T17 Replacement of Garbage Compactor/ Hook Truck

Author: Peter See

IX: 203099

PURPOSE:

Tenders have been called for the supply of one Garbage Compactor/ Hook Truck in accordance with Council's capital works program for 2020-2021. The purpose of this report is to allow Council to review the tender results and accept the recommendation. The hook truck will be used to pick up and transfer bins at the Quilpie Waste Management Centre.

POLICY/LEGISLATION:

Local Government Act 2009

Local Government Regulation 2012

Council's Procurement Policy

CORPORATE PLAN:

2.2.1 Ensure Council's financial sustainability through responsible management and planning of finances and assets.

RECOMMENDATION:

That Council receives the report and accepts Tender T17 20-21 from Black Trucks for the purchase of an Isuzu FVD 160-300 for a total price of \$430,649.85 excluding GST.

BACKGROUND:

Council has budgeted for the replacement of one Garbage Compactor Truck during the 2020-2021 financial year.

Discussions on options were held regarding the dumps as well as increasing the utilization of our fleet, with a decision to purchase a Hook Truck unit with the compactor module. A video of the Hook truck operation will be shown at the meeting of Council.

The tender is for a Compactor Unit which is configured as a Hook/ slide unit that can interchange between the compactor unit and the Transfer Station Bins quite quickly. This makes the truck's utilization better.

Council is currently constructing a Transfer Station at Quilpie. If Council were to close the landfill at Toompine, and the Material Change of Use (MCU) for Eromanga Dump becomes too onerous, it would be possible to use transfer bins at these sites.

Currently Council engages Eromanga Earthmoving to regularly maintain the Eromanga dump, which includes pushing and covering the waste as well as constructing new cells. Whilst cost is reasonably

low, around \$6,500 pa, the frequency is far from what may be required by an MCU, and places Council at risk of Department of Environment and Science infringement due to the amount of loose waste blown around the site.

With this unit, the rubbish can be placed in the bins and transported to Quilpie removing the requirements of Cell Lining and the Material Change of use application. It is on this basis that the hook unit was chosen for tender.

DISCUSSION:

Open tenders were called on Vendor Panel for the replacement of the current Nissan UD Garbage Compactor Truck. The tender is for purchase only with no trade-in. Two tenders were received on Vendor Panel by the closing time for a Garbage Compactor Truck. A summary of tenders received from Black Trucks and Western Truck Group showing two different options from both suppliers is provided below. **Costs are exclusive of GST.**

SUMMARY OF TENDERS RECEIVED

Company	Black Trucks 4*2	Black Trucks 6*4	Western Truck Group 4*2	Western Truck Group 6*4
Purchase Price (Ex GST)	\$430,649.85	\$461,062.86	\$458,999.44	\$484,949.44
Trade Price (Ex GST)	Nil	Nil	Nil	Nil
Final Price (Ex GST)	\$430,649.85	\$461,062.86	\$458,999.44	\$484,949.44
Equipment Size & Model	Isuzu FVD 160-300 Hook Truck with slip on 8m3 Garbage Compactor Module	Isuzu FVY 240-300 Hook Truck with slip on 10m3 Garbage Compactor Module	Volvo FE Eu6 Hook Truck with slip on 8m3 Garbage Compactor Module	Volvo FE Hook Truck with slip on 10m3 Garbage Compactor Module
Insurance & Warranty	5 Year/ 350,000 km	5 Year/ 350,000 km	3 Years/ 400,000km	3 Years/ 400,000km
Extra Features	These units have a Hook loader with Dual control steering, the Compactor Module can be unloaded and the truck used to transport bins from other locations. (does not include the cost of bins)			
Pros	<ul style="list-style-type: none"> • Similar Trucks in fleet • 2 trucks in one • Better Plant utilization • Dual Control Steering 	<ul style="list-style-type: none"> • Similar Trucks in Fleet • 2 Trucks in One • Better Plant utilisation • Dual Control Steering 	<ul style="list-style-type: none"> • 2 trucks in one • Better Plant utilization • Dual control steering 	<ul style="list-style-type: none"> • 2 trucks in one • Better Plant utilization • Dual control steering
Cons	nil	nil	<ul style="list-style-type: none"> • None in fleet 	<ul style="list-style-type: none"> • None in fleet

WORKSHOP MANAGERS ANALYSIS AND COMMENTS

After reviewing all the tender documents and traveling to other shires and the manufacturers sourcing information for the type and style of truck, Quilpie Shire workshop highly recommend the offer from Black Truck's 4*2 truck. In moving forward with Council's plans this truck is the ideal truck for the jobs we require to do. With the dual purpose of a compactor and a hook truck the other avenues we can use for this truck are to our imagination from hook bins, mobile fuel tanks on job sites portable job site offices and have a service hook tray so the workshop can load up and use it as a service truck these are some of the things but there are many more we could use. With this type of capability we can reduce our fleet cost by having one truck doing many jobs. There will have to be another hook truck purchased next financial year to assist this truck as doing all these jobs would require at least two trucks. This is a big cost up front but this is a quality product that is fit for purpose.

FINANCIAL:

Council has made a provision for this purchase in the 2020/21 budget to the value of \$275,000, Resulting in \$156,000.00 short fall for this Plant Item.

The Plant Budget was amended to allow for the additional cost for the new Loader.

Council received better than expected trades, and a significant saving from purchasing a second hand Street Sweeper which will off-set the additional cost.

CONSULTATION:

Consultation has been undertaken with Workshop and Town Services staff.

ATTACHMENTS:

Nil

Late Decision Report

Ordinary Meeting of Council

17.2 (12/20) – Quilpie Main Street Masterplan

Author: Acting CEO, Tim Rose

IX: 203540

PURPOSE:

Quotations have been received for the Quilpie Main Street Masterplan. The purpose of this report is to allow Council to review the quotation results and award the works.

POLICY/LEGISLATION:

Local Government Act 2009

Local Government Regulation 2012

Council's Procurement Policy

CORPORATE PLAN:

Priority Focus Area: Ensure our towns are excellent places to live and work

RECOMMENDATION:

That Council award the Main Street Masterplan to CUSP for a total of \$16,810.00 plus GST.

BACKGROUND:

Council has previously engaged CUSP to complete the masterplan at Eromanga and other works at Eromanga. Within Councils budget we have an amount of \$150,000 for works. A number of items have been raised by council about an overall plan and co-ordination of works in the Main Street. This masterplan will address these issues.

DISCUSSION:

A Quotation was sought through a Local Buy contract and the provided quote is attached. It was thought that using the same supplier for both towns would provide a sense of co-ordination and harmonisation across the towns.

FINANCIAL:

Council has a budget of \$150,000 in the capital section for Quilpie Streetscaping

Expenditure to date is \$16,629.00.

CONSULTATION:

This matter has been previously discussed with Council in workshops and meetings.

ATTACHMENTS:

Attachment A: CUSP Submission



LANDSCAPE ARCHITECTURE & URBAN DESIGN

Quilpie Main Street Masterplan

Fee Proposal Prepared For
Quilpie Shire Council



Wednesday, 28 October 2020

Level 1, 73 James Street, Fortitude Valley QLD 4006 a

Locked Bag 4, Fortitude Valley BC QLD 4006 p

+61 7 3257 4645 t

admin@cusp.net.au e

www.cusp.net.au w

ABN: 28 164 708 105

Mr Peter See, Chief Executive Officer
Quilpie Shire Council
PO Box 57
Quilpie QLD 4480

Attn: Peter See
peters@quilpie.qld.gov.au

Dear Peter,

RE: Landscape Architectural Services for the Quilpie Main Street Landscape Masterplan

Thank you for the opportunity to provide a Landscape Architectural proposal for the Quilpie Main Street Masterplan.

Our understanding of the project brief is set out in the following proposal for your review and comments. We note that our fees have been based on the project brief, timeframes and scope of services.

Following our discussion during our site visit to Quilpie we have a clear understanding of the site to develop concept ideas for Brolga Street in Quilpie between Chipu Street and Gyrica Street.

We would be happy to provide more information if required to support the evaluation process. We appreciate the opportunity to submit this proposal and look forward to discussing it with you in more detail at your convenience.

Yours sincerely,

Christoph Pester
Senior Landscape Architect

For CUSP



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1.0 PROJECT BRIEFING

1.1 BRIEFING DOCUMENTS

Our interpretation of the brief is based on the following:

- Discussions, meetings with Quilpie Shire Council during Knot-O-Saurus Park site visit
- Site data gathered by CUSP during the site inspection on 02.10.20

We understand the project requires Landscape concept design for the Quilpie Main Street (Brolga Street) to:

- identify streetscape embellishments and to develop a consistent visual theming for the streetscape and to reduce the ad-hoc character;
- Rationalise extent of planting and turf areas to reduce irrigation demand;
- Identify additional street tree opportunities;
- Develop ideas for the open space adjacent to the library as a community space and improvements to Bob Young Memorial Park and
- Investigate opportunities to link the proposed 'Mulga Walk' with the streetscape.



Indicative Extent of Works`

2.0 SCOPE OF SERVICES

2.1 DRAFT LANDSCAPE CONCEPT

This phase involves the development and refinement of a landscape concept design and identification of ideas to improve the overall visual amenity of Brolga Street in Quilpie in consultation with the client. The concept design package will communicate the landscape character and enable high level cost estimations for budgeting purposes. This phase will include:

- Consultation and coordination with the client;
- Review of current documentation;
- Identification of site potential and constraints;
- Consideration of the materials and plant character; and
- Preparation of ideas and themes to effectively convey the intent of the landscape proposal.

DELIVERABLES & TIMEFRAME

Coordination & Meetings

- Site visit (completed as part of recent site inspection)
- Project coordination via email, phone and MS Teams

Deliverables

- Draft Landscape Masterplan (2 x 1:1000 A1/A3 colour plan digitally rendered)
- Draft Landscape enlargement plans to demonstrate key design ideas (2 x 1:250 A1/A3 colour plan digitally rendered)
- Draft Landscape Sections (1 x A3 colour PDF)
- Draft Landscape Design Intent (3 x A3 colour PDF)
- Draft Images and text to convey the design intent
- Draft Materials and finishes
- Draft Planting palette

Timeframe

Three (3) weeks completed upon written instruction to proceed



2.2 LANDSCAPE MASTERPLAN

This phase involves the finalisation of the Landscape Masterplan concept design upon receipt of one round of consolidated feedback from Quilpie Shire Council. This phase will include:

- Consultation and coordination with the client;
- Refinement of the materials and plant character; and
- Refinement of ideas and themes to effectively convey the intent of the landscape proposal.

DELIVERABLES & TIMEFRAME

Coordination & Meetings

- Project coordination via email, phone and MS Teams

Deliverables

- Landscape Masterplan (2 x 1:1000 A1/A3 colour plan digitally rendered)
- Landscape enlargement plans to demonstrate key design ideas (2 x 1:250 A1/A3 colour plan digitally rendered)
- Landscape Sections (1 x A3 colour PDF)
- Landscape Design Intent (3 x A3 colour PDF)
- Images and text to convey the design intent
- Materials and finishes
- Planting palette
- Schedule of work items

Timeframe

Two (2) weeks completed upon written instruction to proceed

2.3 DETAILED DESIGN

This phase involves the detailed design of the approved concept to enable landscape works to be tendered and constructed. This phase will include:

- Consultation and coordination with the client and consultancy team;
- Preparation of tender and construction packages.

DELIVERABLES & TIMEFRAME

Coordination & Meetings

- Project coordination via email, phone and MS Teams.

Detail Design Package

- Set out and Finishes Plans (Scale 1:200, A1 b/w)
- Planting Plans and Schedules (Scale 1:200, A1 b/w)
- Landscape Construction Details (A1 b/w)
- Planting schedules
- Cost estimate

Timeframe

- TBC

2.1 CONSTRUCTION SERVICES

This phase involves site visits as required of the landscape construction works in order to assess general progress and general compliance with the design intent of the contract documents. This phase will include:

- Consultation and coordination with client and consultancy team;
- Site review and reporting during landscape construction.

DELIVERABLES & TIMEFRAME

Coordination & Meetings

- TBC

Construction Services

- General inspection and associated reporting
- 'Red pen' mark ups of landscape construction documents where necessary should design changes be required
- Response to site RFIs

Timeframe

- During landscape construction

Note:

*Reissuing of construction drawing and/or "as constructed" drawings not included.

***"As constructed" drawings, if required, are best prepared by the project surveyor. Excludes redesign resulting from client or consultant-initiated design changes.

3.0 FEES

With consideration of the project brief, services and timing outlined above, our professional fees are:

3.1 FEES

	Amount (ex GST)
Draft Landscape Concept	\$ 9710
Landscape Masterplan	\$ 7100
Detailed Design	\$ TBC
Construction Services	\$ TBC
Total excl GST	\$ 16810

3.2 HOURLY RATES

Position	Amount (ex GST)
Director	\$ 300
Associate Director	\$ 250
Senior Landscape Architect	\$ 210
Graphic Designer	\$ 180
Project Landscape Architect	\$ 180
Landscape Architect	\$ 150
Landscape Technician	\$ 120
Administration	\$ 100

3.3 FEES

All fees and hourly rates quoted are exclusive of GST, which will be charged in accordance with government legislation. CUSP reserves the right to renegotiate our fees on an annual basis from the date of this proposal. Invoicing will be undertaken monthly.

3.4 CONSULTANCY CONTRACT

CUSP uses the standard conditions of contract outlined in AS4122-2010, which is endorsed by our insurer.

3.5 INSURANCES

Prior to commissioning CUSP will provide relevant certificates of professional indemnity and public liability insurance.

3.6 DISBURSEMENTS

Unless otherwise stated in the project brief or services, our fees exclude all disbursements reasonably and properly made in connection with our commission which will be charged at current commercial rates.

4.0 INCLUSIONS / EXCLUSIONS / COORDINATION

The following table identifies the assumed list of inclusions, exclusion and coordination items. Elements not included in the table are assumed

Item / Element	Inc.	Exc	Notes
Earthworks and Demolition			
Retention of existing landscape elements	X		
Bulk Earthworks		X	
Proposed subgrade levels		X	
Topsoil management		X	
Demolition		X	
Hardscape			
Pavement in the public realm including general levels, finishes and materials	X		Concept Level only
Entry and precinct walls/markers		X	
Recommendation for integrated Artwork	X		Concept Level only
Location and selection of proprietary seating, bins, bike rails, drinking fountains, table settings, bollards, removable bollards, wheel stops	X		Concept Level only
Custom furniture		X	
Podium garden bed walls		X	
Stairs, ramps and handrails		X	Assumed not required
Architectural elements including small roofed buildings, trellises and balustrades		X	
Fencing and gates	X		Concept Level only
Power supply (GPO), lighting, security system;		X	
Pedestrian Bridge		X	
Tactile Ground Sensory Indicators (TGSi's)		X	Certification required by project DDA consultant
Garden bed edging	X		
Artwork briefs, design or commissioning		X	
Alternative road / car park surface finishes		X	
Softscape			
Subgrade Preparation	X		
Sub surface drainage		X	Assume not required
Growing media, soil specifications, mulch	X		
Tree, shrub, groundcover planting	X		
Grass and turf areas	X		
Irrigation Performance Specification	X		Recommendation for irrigation types and extent at concept level only
Vegetation Management Plans		X	
WSUD planting		X	
Revegetation Planting		X	
Approval of plant stock at nurseries		X	
Coordination (We have allowed to coordinate and integrate with the following specialists and their documentation)			
Surveyor		X	
Engineering - Civil		X	
Engineering - Structural, Hydraulic, Geotechnical, Mechanical, Electrical, Marine, Traffic Bridge		X	

Item / Element	Inc.	Exc	Notes
Architect		X	
Planner		X	
Environmental consultant		X	
DDA advisor		X	
Artists		X	
Signage and wayfinding		X	
Irrigation consultant		X	Assumed D & C by landscape contractor
Agronomist		X	

We have assumed the following will be provided upon project inception:

- Recent high resolution aerial photograph
- Survey base information in AutoCAD format;
- Identification of existing and proposed services.

General Exclusions

- Delays or acceleration to the programme deliverables beyond the timeframes or dates nominated
- Consultation and meetings outside of the timeframes or dates nominated
- Major redesign of accepted designs such as the addition, deletion, relocation or realignment of significant elements
- BIM documentation, 3D perspective drawings, photo montage perspectives, fly throughs
- External stakeholder engagement, meetings and workshops
- Consultancy team Safety in Design Workshops
- Temporary works design, Trade Packages, As-constructed documentation, Assets Management Plans and Operations Management Plans
- Issuing packages and/or services as separable portions
- Documentation where the landscape budget increases greater than 10%
- Project management in the role of Lead consultant

Late Decision Report

Ordinary Meeting of Council

17.3 (12/20) – Community Assistance Grant Application - Carli Horsten

Author: Director of Corporate and Community Services, Lisa Hamlyn

IX: 203537

PURPOSE:

The purpose of this report is for Council to consider a Community Assistance Grant Application received from Carli Horsten requesting financial assistance / support toward her selection and representation in the Qld West State Futsal Team to compete at the 2021 National Club Championships being held in Sydney, January 2021.

POLICY/LEGISLATION:

Local Government Act 2009

Local Government Regulation 2012

C.01 – Community Assistance Policy

CORPORATE PLAN:

6.2.6 Provide community and local organisations with access to grants and funding for community events and celebrations.

RECOMMENDATION:

That Council approves the request received from Carli Horsten for financial assistance support of \$ to assist in her representation in the SW Qld West State Futsal Team competing in the 2021 National Club Championships being held in Sydney during January 2021.

BACKGROUND:

A Community Assistance Grant Application has been received from Carli Horsten requesting financial assistance / support toward her selection and representation in the Qld West State Futsal Team to compete at the 2021 National Club Championships being held in Sydney, January 2021. Carli has previously proudly represented Quilpie and Queensland for soccer, netball and touch football during her school years at Quilpie State College. The cost of selection at State level is quite considerable, considering flights, accommodation and uniforms. There is also a requirement for Carli to attend two training sessions in Toowoomba prior to the National Club Championships which also incurs considerable cost. Carli's parents are fundraising locally to assist with costs.

DISCUSSION:

Not applicable

FINANCIAL:

Total Cost of representation \$4,265.00

Total paid to date (to secure flight booking) \$1,945.00

CONSULTATION:

Not applicable

ATTACHMENTS:

Community Assistance Grant Application

Carli Horsten
Po Box 244
Quilpie 4480

Dear Councillors,

I am very proud to inform you that since attending St Ursula's boarding school in Toowoomba I have continued playing my beloved soccer and have also endeavoured to learn how to play Futsal. I have recently been selected to represent Queensland West State Futsal team to compete at the Nationals in Sydney January 9th-12th 2021. This is a great opportunity and who knows, one could get selected to represent Australia. This would certainly put Quilpie Town on the map once again.

This experience also has its costs. A package including rtn flights to Sydney, Accommodation and uniforms come to \$1945.00, \$1200 of this has already been paid. There are also 2 training sessions, dates to be advised, before we go which include 2 round trips + accommodation to Toowoomba. I know my mum and dad will do some local fundraising such as \$100 boards and meat tray raffles and will move heaven and earth to get me there. I am writing to you, Quilpie Shire Council to ask if you could possibly support us. Any support no matter how big or small will be greatly appreciated.

If I am successful in receiving support from you, I will advertise my appreciation on the National Club Futsal Championships Facebook page as well as on any of our local community pages including the Quilpie shire Council Page.

I love my sport and will represent my town and my state with pride. I have put in a photo as a reminder of when I attended State Soccer Trials in 2017. I received the Australia Day Outstanding Junior Achievement award in 2018 which I display proudly in my lounge room. Hopefully I can add to this.

I have attached the formal invite with dates and costs to attend.

I look forward to your response at your earliest convenience.

Yours Faithfully

Carli Horsten.





COMMUNITY GRANTS PROGRAM APPLICATION FORM

Type of Support

- "In Kind" support - generally means a provision of goods or service, a waiver of fees etc. and is not a direct cash contribution (eg. Plant / equipment hire, waiver of fees / charges, provision of materials / loam / gravel)
- "Financial" support - means a direct cash donation to an organisation / person for a Council approved event / project / fundraising activity

The following local organisations will be eligible for assistance under this policy:

- Charities, Not for Profit or Religious Organisations, Sporting or Hobby Groups / Bodies

In determining the level of assistance required, Council shall:

- Establish the level of funding available in terms of its coming budget requirements;
- Apportion such funding across each application eligible for funding.

Council shall have sole discretion in determining the type and level of support to be provided to each applicant.

Notification of assistance to be provided by Council will be in written format to the applicant / organisation contact person.

Application will be assessed against the following Program priorities

Program Priorities

The identified priorities for funding under this program are:

- To assist a community organisation where there is a genuine need or hardship preventing them from operating or undertaking core activities.
- To enhance existing events or programs to increase the benefits to the community
- To enhance economic development and skills base in the Shire
- To develop open spaces and sport and recreation facilities within the Shire
- To promote active participation from a range of community sectors such as youth, aged, family, urban, rural etc.

Community Grant Program:

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3 SPONSORSHIP PROGRAM

3.1 Individual Details:

Organisation Name:	Carli Horsten
Contact Person:	Traci Jones
Postal Address:	PO Box , Quilpie Q 4480
Email Address:	
Telephone No:	

3.2 Details of Sponsorship:

Carli has been selected for the Qld West State Futsal Team to compete at the 2021 National Club Championships being held in Sydney, January 2021. For Carli to represent Qld West (& Quilpie) with potential to be selected in the Australian team the following expenses apply:

Total \$1945.00 (which has been paid to enable flights to be booked) for flights, accommodation and uniforms. There is also two training sessions that are to be attended in Toowoomba prior to the Championships which also incurs considerable costs (approx. \$1360.00)

3.3 Project timeframe

Project Start Date:	9th January 2021
Project End Date:	12th January 2021
Acquittal Report Due: (8 weeks after end date)	

3.4 What would be the benefits of this sponsorship partnership for yourself and the Quilpie Shire community?

By being selected to represent Qld West I am also representing my home town of Quilpie. This representation will allow me the opportunity to further my love of futsal and maybe result in selection in the Australian team. I would promote sponsorship and support from Quilpie Shire Council on the National Club Futsal Championships Facebook page as well as on any local community pages including the Quilpie Community page to ensure your support is recognised.

I have represented my town and state previously for soccer, netball, touch football and netball during my schooling years at Quilpie State College

Sponsorship value requested:	\$4265.00
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Are you GST registered?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Note: Please ensure your figures include GST, as this will be the final figure paid

3.5 Business Bank details

Name:			
Bank		Branch:	
BSB:		Account Number:	

3.6 DECLARATION

We, the undersigned do hereby certify that we believe the information contained in this application to be accurate and reliable.

Traci Jones**9-12-2020****Name****Signature****Date****Committee Member / Authorised Persons:****Name****Signature****Date**

Note: Community Grant Acquittal Form must be postmarked or hand delivered to the Quilpie Shire Council NO LATER than eight (8) weeks after the completion of your project. Further grants will not be given until Acquittal reports are received.

Traci Jones

From:
Date: Monday, 2 November 2020 2:23 PM
To:
Cc:
Subject: Fw: National Futsal Championships

From: Declan Wenzel-Halls <southwest@australianfutsal.com>
Sent: 02 November 2020 11:11
To: Declan Wenzel-Halls <southwest@australianfutsal.com>
Subject: National Futsal Championships



Dear Player,

Congratulations you have been selected for the Qld West State Futsal Team to compete at the 2021 National Club Championships.

The Junior National Futsal Championships will take place in Sydney in January 2021.

Friday 8th January – Leave for Sydney and check into accommodation
Saturday 9th – Tuesday 12th January – Competition Days, Presentation Night
Wednesday 13th January – Depart Sydney.

Venues: All venues will be located in the Western Suburbs of Sydney. Further details and locations will be advised at a later date.

REGISTRATIONS SHOULD BE COMPLETED BY 6TH NOVEMBER, 2020

OPTION 1 - Instalments Full Levy – \$1945

FULL LEVY – All Inclusive

PAYMENT IN FULL

or **DEPOSIT** of \$500 by 6th November, 2020
2nd Instalment \$500 by 27th November, 2020
3rd Instalment \$500 by 18th December, 2020
4th Instalment \$445 by 30th December, 2020

OPTION 2 – Instalments Part Levy - \$675

PART LEVY – Own Transport & Accommodation

PAYMENT IN FULL

or **DEPOSIT** of \$300 by 6th November, 2020
2nd Instalment \$200 by 27th November, 2020
3rd Instalment \$175 by 18th December, 2020

If payment in full or instalment due dates are not adhered too this will result in the players

online registration being cancelled with no further participation in the championships.

Items included in your levy are:

Accommodation (5 nights) **(OPTION 1 ONLY)**

Return Flights to and from Sydney **(OPTION 1 ONLY)**

Bus transports whilst in Sydney (as well as to and from Sydney airport) **(OPTION 1 ONLY)**

Meals (Breakfast x 5) **(OPTION 1 ONLY)**

Players Kit + Dress Uniform (includes 2 Playing Jerseys, Travel Shirt, State Polo, Dress Shorts, Playing Shorts & 2 pairs of socks)

Training costs Tournament costs

Coach and Manager Costs

PLEASE NOTE: Lunch & Dinner x 5 days are not included and will be organised by each team Manager or Individuals

What to do now?

Step 1 – Go online <https://austfutsal.formstack.com/forms/21ncsw>

Step 2 – Read the state team player handbook & accept the terms.

Step 3 – Pay your full levy or deposit

Payments can be made by any of the following methods:

- **Online Payment – (PayPal)** – After finalising your order online, you can make a credit card or PayPal payment at check-out. If you don't receive your confirmation email, please contact State Co-ordinator to confirm your registration.
- **Phone** – By ringing 07 3270 2777 during office hours for Credit Card (Master Card or Visa) payment.
- **Direct Debit** – Name: Australian Futsal Association Inc.
Bank: Bendigo Bank (Acacia Ridge)
BSB: 633 000
Account Number: 146 270 582

(When directly depositing into bank account please put 21NCQW, and your SURNAME as reference).

If you require any further information, please contact the relevant staff member;

Qld West Administration – Gail Jaspersen – (07) 3270-2777

Alternatively, if you wish to decline this opportunity, it would be greatly appreciated if you could email Gail at gail@australianfutsal.com so a shadow player can be offered this position.

Yours in Sport,

Gail Jaspersen

Gail Jaspersen
(National Administration Co-ordinator)



Late Decision Report

Ordinary Meeting of Council

17.4 (12/20) – Credit Card Policy Amendment

Author: Finance Officer, Hannah Tully

IX: 203143

PURPOSE:

The purpose of this report is to seek Council's approval to amend the current Credit Card Policy to include additional Corporate Credit Card Holders and limit amounts.

POLICY/LEGISLATION:

F.05 Procurement Policy

CORPORATE PLAN:

Not applicable

RECOMMENDATION:

That Council agrees/ does not agree to amend the Credit Card Policy to include the following additional cards and expenditure limits:

- *Workshop Manager - \$3,000;*
- *Works Coordinator - \$3,000;*
- *IT/Debtors/Rates Officer - \$2,000;*
- *Manager Tourism and Economic Development - \$1,500;*
- *Structures and Concrete Supervisor - \$1,500;*
- *Library Officer - \$1,500; and*
- *Administration Officer (Engineering Services) - \$500*.*

**(this will purely act as a petty cash system.)*

BACKGROUND:

This matter was originally discussed with former Chief Executive Officer, Dave Burges in early December 2019 to add a number of additional credit cards to our account for staff members who would benefit from holding a corporate credit card.

DISCUSSION:

In late August 2020 Council applied for additional funds to be added to our account. Our original credit card limit was \$20,000 with the following limits:

- Chief Executive Officer - \$8,000;
- Director of Corporate and Community Services - \$3000;
- Director of Engineering Services - \$3,000;
- Stores Officer - \$3,000; and
- Mayor - \$3,000.

Our new approved limit is \$35,000. This amount includes the additional credit card holders with a \$2,000 buffer in the instance that a card needs to be topped up. With the addition of these cards, Council will improve their efficiencies in the procurement of goods and services.

FINANCIAL:

Not applicable

CONSULTATION:

Discussions were held with all Supervisors/Managers & Directors in regards to the benefit of these staff holding a corporate credit card and the card limits.

ATTACHMENTS:

Not applicable