



Meeting Notice and Agenda

for the

Special Meeting of the Council

to be held in the

Council Chambers, 118 Victoria Street, St George

on

Thursday 29th April 2021

Commencing at

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ORDER OF PROCEEDINGS

1. Opening
2. Council Prayer
3. Attendance

Expected attendance of this meeting is as follows:

Councillors		Staff/Consultants	
Cr SC O'Toole (Mayor)	-Full Meeting	Mr Matthew Magin (Chief Executive Officer)	-Whole Meeting
Cr R Avery	-Full Meeting	Mrs Michelle Clarke (Director Finance & Corporate Services)	-Whole Meeting
Cr RG Fuhrmeister	-Full Meeting	Mr Andrew Boardman (Director Infrastructure Services)	-As required for IFS
Cr R Lomman	-Full Meeting	Dr Digby Whyte (Director Environment & Regulatory Services)	-As required for ERS
Cr SS Scriven	-Full Meeting		
Cr ID Todd	-Full Meeting		
Cr W Winks	-Full Meeting		

4. Leave of Absence
5. Reception and consideration of correspondence

N.B. COUNCILLORS ARE REQUESTED TO BRING THEIR PREVIOUSLY FORWARDED COPIES OF AGENDA ITEMS TO THE MEETING PLEASE, AS FURTHER COPIES WILL NOT BE AVAILABLE.

MEETING BUSINESS BY CORPORATE FUNCTION

(FCS) FINANCE AND CORPORATE SERVICES

ITEM	TITLE	SUB HEADING	PAGE
FCS1	<u>ST GEORGE LIBRARY HUB DEMOLITION WORKS - BSC 20/21-T12</u>	St George Library Hub Demolition Works – BSC 20/21-T12.	4

OFFICER REPORT

TO: Council

SUBJECT: St George Library Hub Demolition Works - BSC 20/21-T12

DATE: 23.04.21

AGENDA REF: FCS1

AUTHOR: Kelly Fontaine - Procurement Officer

Sub-Heading

St George Library Hub Demolition Works – BSC 20/21-T12.

Executive Summary

In 2018, Balonne Shire Council commenced a strategic and staged approach to assess and plan for the infrastructure and spaces located on Lot 1 RP96467 112-118 Victoria Street and Lot 5 RP96467 110 Victoria Street. The first stage of this project is the Library-Hub, incorporating a new library and learning hub and refurbishment of the St George Cultural Centre Annexe.

The overall brief for this project was to analyse the possible redevelopment of the St George Library to create a vibrant “hub”, both redefining and improving the current library service, to offer a greater depth of programs and activities with an added focus of a business and learning hub housed within a library service. An additional goal of the project is to create a vibrant precinct, improving both the functionality of the spaces and creating street appeal in the current central location in Victoria Street.

Background

Balonne Shire Council through Vendor Panel undertook an Expression of Interest (EOI) process that resulted in all four received responses, being successful to the Request for Tender (RFT) stage.

The RFT activity and its evaluation were conducted in compliance with the Local Government Act 2009 and the Local Government Regulations 2012. The evaluation was undertaken through Vendor Panel and pursuant to normal probity conventions.

Responses were received from three (3) suppliers; however, one submission was non-compliant and incomplete and therefore was rejected, and one response was outside of Council’s budget.

A copy of the Vendor panel Evaluation Report is attached with all scores and comments included for reference. The evaluation team recommends that Burke Industries Pty Ltd be engaged to undertake the demolition works at the St George Library Hub with an overall evaluation score of 93.75. The respondent returned a professional submission and satisfactorily meets all technical and commercial requirements asked of them during the tendering phase.

Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Community</u>	Community spaces to connect, engage and learn

Consultation (internal/external)

Michelle Clarke – Director Finance & Corporate Services
Digby Whyte – Director Environmental & Regulatory Services
Andrew Boardman – Director Infrastructure Services
Catherine Scott – Complete Urban

Legal Implications

Local Government Act and Regulations have been met and Vendor Panel utilised to ensure probity in the process. Section 228 of the Local Government Regulations 2012 was followed. It sets out the process for calling for expressions of interest allowing Council to test the market and then invite tenders based on their initial submissions.

Risk Implications

Community Service - Inability to achieve Council's vision and mission to deliver community services and meet current and future needs.

Policy Implications

Council's Procurement Policy, associating guidelines, Local Government Act 2009 and Local Government Regulations 2012 have been complied with.

Financial and Resource Implications

Burke Industries Pty Ltd response was within Council's budget and their proposal has good local content, providing opportunities for local business to contribute to the demolition resulting in value for money.

Options or Alternatives

Nil.

Attachments

1. Evaluation - Library Demolition BSC 20-21-T12.pdf [↓](#) 

Recommendation/s

That Council resolves to:

1. Appoint Burke Industries Pty Ltd for the demolition works at the St George Library to commence 1 May 2021.

Michelle Clarke

Director Finance & Corporate Services

Multi-party evaluation report

[VP235777] St George Library Hub Demolition Works - BSC 20/21-T12

Summary

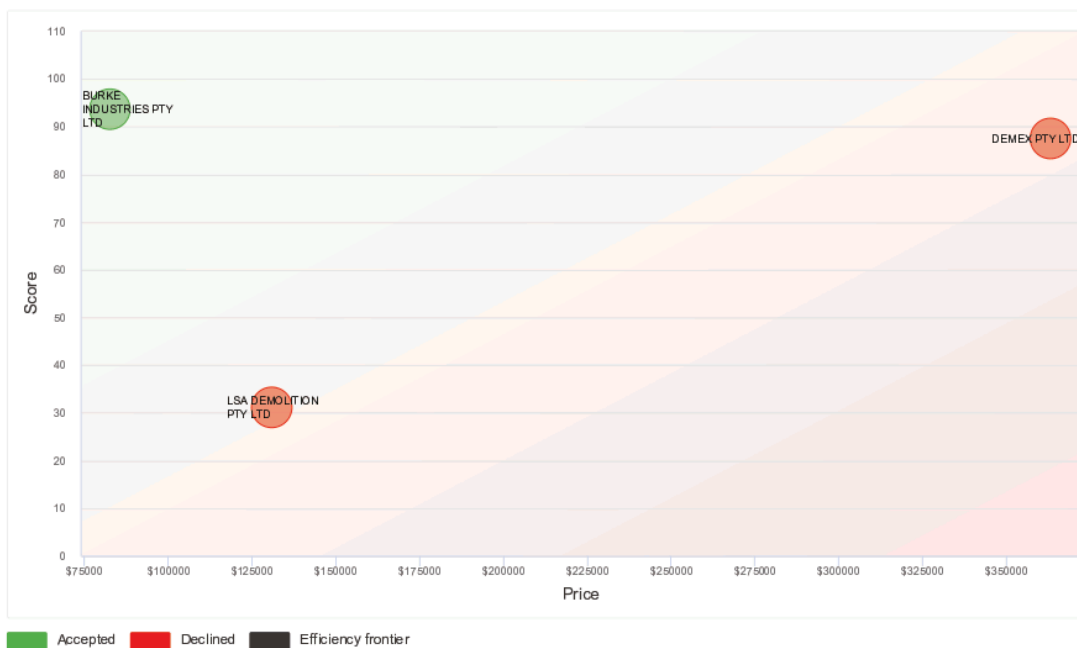
OpportunityId	235777
Reference	VP235777
Name	St George Library Hub Demolition Works - BSC 20/21-T12
Estimated value	1M to 3M
Created	4/20/2021 9:13:25 AM AEST
Modified	4/22/2021 8:42:22 AM AEST
Status	Finished

Buyer

UserId	5299
Name	Kelly Fontaine
Email	kelly.fontaine@balonne.qld.gov.au
Phone	(07) 46 208 888
Created	9/27/2018 3:05:28 PM AEST
Modified	3/22/2021 8:28:12 AM AEST

Value for money

This chart plots vendor response prices against their calculated score, click on each response for more information.
The background gives you an idea about the cost-effectiveness of each response - top left is better & cheaper, bottom right is worse & more expensive.
The efficiency frontier (if present), shows you the set of responses that form the 'best' options - where there is nothing better for that price.



Vendor responses summary

A summary of the available vendor responses and their status - full categorisation & notes are below.

Vendor / response	Indicated price	Score	Outcome
BURKE INDUSTRIES PTY LTD / VPR420553	\$82,471.50	93.75	Accepted
DEMEX PTY LTD / VPR419573	\$36 3,291.21	87.50	Declined
LSA DEMOLITION PTY LTD / VPR420256	\$130,917.60	31.25	Declined

Criteria

The criteria and levels configured by the buyer for this evaluation. Contribution refers to the score a categorisation of this level would give a vendor response (with all the highest levels totalling 100%)

Criterion / category	Weight (%)	Contribution
Methodology	25.00 (25.00%)	
1 - Very poor		0.00%
2 - Poor		6.25%
3 - Fair		12.50%
4 - Good		18.75%
5 - Very good		25.00%
Timeframes	25.00 (25.00%)	
1 - Very poor		0.00%
2 - Poor		6.25%
3 - Fair		12.50%
4 - Good		18.75%
5 - Very good		25.00%
Key personelle and commitment to project delivery	25.00 (25.00%)	
1 - Very poor		0.00%
2 - Poor		6.25%
3 - Fair		12.50%
4 - Good		18.75%
5 - Very good		25.00%
Relevant Experience	25.00 (25.00%)	
1 - Very poor		0.00%
2 - Poor		6.25%
3 - Fair		12.50%
4 - Good		18.75%
5 - Very good		25.00%

Evaluation matrix

The evaluation matrix shows the number of times individual evaluators categorised a vendor response with a specific criterion/level.

	BURKE INDUSTRIES PTY. VPR420553	DEMEX PTY LTD VPR419573	LSA DEMOLITION PTY LT. VPR420256
Criteria / categories			
Methodology			
1 - Very poor	0	0	2
2 - Poor	0	0	2
3 - Fair	0	0	0
4 - Good	3	1	0
5 - Very good	1	3	0
Timeframes			
1 - Very poor	0	0	2
2 - Poor	0	2	2
3 - Fair	0	0	0
4 - Good	2	2	0
5 - Very good	2	0	0
Key personelle and commitment to project delivery			
1 - Very poor	0	0	1
2 - Poor	0	0	2
3 - Fair	0	0	0
4 - Good	2	1	1
5 - Very good	2	3	0
Relevant Experience			
1 - Very poor	0	0	0
2 - Poor	0	0	1
3 - Fair	0	0	3
4 - Good	2	2	0
5 - Very good	2	2	0

■ Indicates the final choice by the buyer for this criterion

Vendor response consensus categorisation

The final categorisations for each included vendor response, as used in the results and selection process, as well as any notes for each response.

Vendor / response	Total score	Methodology	Timeframes	Key personnel and commitment to project delivery	Relevant Experience
BURKE INDUSTRIES PTY LTD / VPR420553	93.75	4 - Good	5 - Very good	5 - Very good	5 - Very good
DEMEX PTY LTD / VPR419573	87.50	5 - Very good	3 - Fair	5 - Very good	5 - Very good
LSA DEMOLITION PTY LTD / VPR420256	31.25	2 - Poor	2 - Poor	2 - Poor	3 - Fair

Evaluators

All evaluators added to the multi-party process, regardless of status or exclusion.

Name	Email	Status
Michelle Clarke	michelle.clarke@balonne.qld.gov.au	Finished
Andrew Boardman	andrew.boardman@balonne.qld.gov.au	Finished
Digby Whyte	digby.whyte@balonne.qld.gov.au	Finished
Catherine Scott	catherine.scott@completeurban.com.au	Finished
Catherine Scott	catherine.scott@completeurban.com.au	Excluded
Kelly Fontaine	kelly.fontaine@balonne.qld.gov.au	Excluded

Evaluator categorisation / comments

Individual evaluator categorisations and comments for each vendor response.

Evaluator / Response	Criterion	Category
Andrew Boardman (andrew.boardman@balonne.qld.gov.au)		
BURKE INDUSTRIES PTY LTD / VPR420553	Key personnel and commitment to project delivery	5 - Very good
	Methodology	5 - Very good
	Relevant Experience	5 - Very good
	Timeframes	5 - Very good
	Burke Industries have provided a detailed Methodology demonstrating a very good understanding of the works. The Timeframes are very good with the supplier clearly showing a logical programme of how the project will be achieved. The supplier has the appropriate licences, staff and subcontracts to undertake the works and have demonstrated extensive relevant experience working in similar environments and having completed both similar and larger type works.	
DEMEX PTY LTD / VPR419573	Key personnel and commitment to project delivery	5 - Very good
	Methodology	5 - Very good
	Relevant Experience	4 - Good
	Timeframes	4 - Good
	Demex have provided a detailed Methodology demonstrating a very good understanding of the works. The timeframe is logical and gives confidence however is a 5 week timeframe. The supplier has the appropriate licences, staff and subcontracts to undertake the works and have demonstrated extensive experience however most of this was larger works in larger population areas and didn't demonstrate similar smaller jobs in a remote location (less support services).	
LSA DEMOLITION PTY LTD / VPR420256	Key personnel and commitment to project delivery	1 - Very poor
	Methodology	1 - Very poor
	Relevant Experience	2 - Poor
	Timeframes	1 - Very poor
	LSA did not provide Methodology, Timeframe or key personnel and commitment of project delivery. Relevant experience showed limited experience with similar works.	
Catherine Scott (catherine_scott@completeurban.com.au)		
BURKE INDUSTRIES PTY LTD / VPR420553	Key personnel and commitment to project delivery	5 - Very good
	Methodology	4 - Good
	Relevant Experience	5 - Very good
	Timeframes	5 - Very good
	shows commitment to the projects since EOI and thought out questions through RFT phase. understands the extent of works, has necessary compliance and provided strong responses.	
DEMEX PTY LTD / VPR419573	Key personnel and commitment to project delivery	4 - Good
	Methodology	4 - Good
	Relevant Experience	4 - Good
	Timeframes	2 - Poor
	notes excluded contaminated concrete, project timeline exceeds deadline and cost is high end without justification.	
LSA DEMOLITION PTY LTD / VPR420256	Key personnel and commitment to project delivery	2 - Poor
	Methodology	2 - Poor
	Relevant Experience	3 - Fair
	Timeframes	2 - Poor
	schedules are incomplete, no detail around methodology or program could be seen on provided documents	
Digby Whyte (digby.whyte@balonne.qld.gov.au)		
BURKE INDUSTRIES PTY LTD / VPR420553	Key personnel and commitment to project delivery	4 - Good
	Methodology	4 - Good
	Relevant Experience	4 - Good
	Timeframes	4 - Good
	Good relevant works - Paroo Civic Centre \$171k, Hotel with fire/asbestos \$262k. 18 step generic method. 6 Staff's sub-contractors on job. Appropriate resources and certs. Internal policies. Good 3 week timeline. Price very good at \$89k plus Prov Sums \$20k asbestos, 50k earthworks. Toowoomba Based.	
DEMEX PTY LTD / VPR419573	Key personnel and commitment to project delivery	5 - Very good
	Methodology	5 - Very good
	Relevant Experience	5 - Very good

	Timeframes	2 - Poor
	Highly experienced with large jobs eg bridge \$7.6m, Hospital \$3m. Pre-qual QLD dept housing and public works to \$3.5m. Elaborate asbestos removal Class A. ISO accredited WHS, Environ, Qual policies/systems. 11 personnel with alts, use of local trucks and equip and environ consultant. Comprehensive equipment, methodology, timelines. Long 39 day/5wk timeline. Very expensive \$330k plus PS 20k asbestos, 50k Earthworks. Brisbane Based.	
LSA DEMOLITION PTY LTD / VPR420256	Key personnel and commitment to project delivery	2 - Poor
	Methodology	1 - Very poor
	Relevant Experience	3 - Fair
	Timeframes	1 - Very poor
	Small company with small experience, mostly \$30-50k. Current Emerald School \$100k 4 months. Very light completion of info. 7 persons. 2 excavators. Class B asbestos only. No WHS, Environ, Qual Plans; just SWMS etc. Unsigned declaration of compliance. No timeline. No method steps. Effectively non-complying. Roma Based. Mid-level pricing at \$130k plus PS \$20 asbestos, 50k Earthworks	
Michelle Clarke (michelle.clarke@balonne.qld.gov.au)		
BURKE INDUSTRIES PTY LTD / VPR420553	Key personnel and commitment to project delivery	4 - Good
	Methodology	4 - Good
	Relevant Experience	4 - Good
	Timeframes	4 - Good
	Good local content price very competitive, has performed similar jobs	
DEMEX PTY LTD / VPR419573	Key personnel and commitment to project delivery	5 - Very good
	Methodology	5 - Very good
	Relevant Experience	5 - Very good
	Timeframes	4 - Good
	Very strong submission, price not as competitive and possibly over budget, very comprehensive and well thought out, timeframe longer than others, no comprehensive list of locals	
LSA DEMOLITION PTY LTD / VPR420256	Key personnel and commitment to project delivery	4 - Good
	Methodology	2 - Poor
	Relevant Experience	3 - Fair
	Timeframes	2 - Poor
	Limited information, competitive price, some relevant experience, no comprehensive list of locals	

(CES) COMMUNITY AND ENVIRONMENTAL SERVICES

ITEM	TITLE	SUB HEADING	PAGE
CES1	<u>COMMUNITY GRANTS AND ASSISTANCE APPLICATION - BALONNE CREATIVE ARTS - ARTS & CRAFTS ST GEORGE SHOW</u>	The Balonne Creative Arts has requested financial sponsorship from the Community Grants and Assistance program towards an Arts & Crafts activity at the St George Show 2021.	15

OFFICER REPORT

TO: Council

SUBJECT: Community Grants and Assistance Application - Balonne Creative Arts - Arts & Crafts St George Show

DATE: 23.04.21

AGENDA REF: CES1

AUTHOR: Mariella Perez - Community Development Officer

Sub-Heading

The Balonne Creative Arts has requested financial sponsorship from the Community Grants and Assistance program towards an Arts & Crafts activity at the St George Show 2021.

Executive Summary

Council has received a request for the Community Grants and Assistance Program. This request being sponsorship for Arts & Crafts activities during the St George Show 2021.

Background

The Balonne Creative Arts would like to offer free craft workshops on the day of the St George Show 2021. They have approached Mani Tribes Gallery and Kimberly Thornton from The Country Artisan's Corner to deliver this activity.

The Country Artisan's Corner facilitator, Kimberly Thornton, has designed a workshop that will cater to a wide range of audiences, experiences and ages. This workshop offers a variety of crafts from Loom Weaving, Macrame, and children's crafts of pom-pom animals and monsters.

Mani Tribes artists will deliver a painting station that can have a revolving number of participants and will teach them different techniques of aboriginal painting. At all workshops, participants will complete a craft item that they are able to take home with them. The activities will be free of charge for all participants on the day of the St George Show 2021.

The Balonne Creative Arts has requested financial sponsorship of \$2500 towards the St George Show 2021 Arts and Crafts activities.

Link to Corporate Plan

Key Foundation Area	Key Program Area
<u>Community</u>	Vibrant creative arts, music, local history and culture

Consultation (internal/external)

Community Development & Cultural Services Manager – Elizabeth Jones

Community Development Officer – Mariella Perez
Balonne Creative Arts Treasurer – Nicky Robertson

Legal Implications

Not applicable

Risk Implications

Reputation - Inadequate engagement and assessment of the impact of external and internal stakeholders on our community, viability and productive capacity.

Policy Implications

Community Grants and Assistance Policy

Financial and Resource Implications

The Community Grants and Assistance program has an approved annual budget of \$60,000 for Community grants and assistance which includes traffic management sponsorship. To date Council has committed **\$21,893.10** from this budget for 2020/21 financial year.

The Balonne Creative Arts has requested \$2,500 as sponsorship towards the St George Show Society 2021 – Arts & Crafts activity on 2nd May 2021. Council has sufficient funds in the 2020/21 Community Grants and Assistance budget to sponsor this event.

Due to COVID-19, not many events were held for most part of the year, however, now that restrictions have eased further, more applications have been coming through for the 20/21 financial year, which means more sponsorship requests are going through the Community Grants and Assistance Program.

Over recent years Council has sponsored community organisations for events and workshops up to \$2,000, with the exception for specialty events that attract and support the wider community. On these rare occasions Council has then sponsored between \$2,000 and \$3,000 from the Community Grants and Assistance program. Just recently, in the April Council meeting, Council approved an amount of \$2000 for the Mother's Day luncheon at Riversands Wines.

These types of events are important and beneficial for the community to develop and strengthen the community relations, social and mental wellbeing.

For the reasons mentioned previously, and to keep consistency with the sponsorship requests approved this month, the amount of \$2,000 is recommended.

Annual Budget – Community Grants and Assistance including Traffic Management Sponsorship	\$60,000
Less Approved/Allocated requests	\$21,893.10
Total budget remaining – Mar 2021	\$38,106.90
Less Pending requests – Mar 2021	
St George Show Society – Arts & Crafts	\$2,000.00
Total remaining	\$36,106.90

Options or Alternatives

1. That Council resolves to approve the full amount the Balonne Creative Arts requested for \$2,500.00 towards the St George Show 2021 – Arts & Crafts from the 2020/21 Community Grants and Assistance Program budget.
2. That Council resolves to deny the sponsorship request from the Balonne Creative arts through the 2020/2021 Community Grants and Assistance Program budget.

Attachments

1. 2020-04-23 - Balonne Creative Arts - St George Show 2021.pdf [↓](#) 

Recommendation/s

That Council resolves to partially sponsor the Balonne Creative Arts request with \$2,000.00 towards the St George Show Society 2021 – Arts & Crafts, from the 2020/21 Community Grants and Assistance Program budget, subject to COVID-19 restrictions at the time of the event.

Elizabeth Jones

Community Development & Cultural Services Manager



Community Grants and Assistance Application Form

This form is to be completed when requesting Community Grants and Assistance. *Please refer to Balonne Shire Council's Community Grants and Assistance Policy for project eligibility and details.*

Privacy Notice: Balonne Shire Council is collecting the personal information you supply on this form for the purpose of receiving and considering your organisations request for funding under Council's Community Grants and Assistance Program. Personal details will not be disclosed to any other person or agency external to Council without individual consent, unless required or authorised by law. Program funding details will be published by Council in Council's annual report.

Lodgement Details

Post to:	PO Box 201 St George Qld 4487	Deliver to:	112 – 118 Victoria Street St George QLD 4487
Email:	Council@balonne.qld.gov.au		

Section 1: Organisation and Applicants Details

Organisation Name:	Balonne Creative Arts Incorporated
Applicants Name:	Nicky Robertson
Postal Address:	10238 Carnarvon Hwy, St George Qld 4487
Contact Number:	0448051893
Contact Email:	nicky.robertson86@gmail.com
Is your Organisation Not-for-Profit:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is your Organisation Incorporated:	<input checked="" type="checkbox"/> Yes (Inc. # 10365) <input type="checkbox"/> No (please provide Auspicing organisations details)
Is your Organisation Registered for GST	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ABN:	57 688 180 321
Does your Organisation have Public Liability Insurance (Please Attach Certificate of Currency)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



Community Grants and Assistance Application Form

Section 2: Project/Event/Activity Details	
Event/Project Name:	St George Show 2021
Event/Project Location:	St George Showgrounds
Event/Project Date:	2nd May 2021
Assistance type:	<input type="checkbox"/> In Kind Support <input type="checkbox"/> Fee Waiver (over \$1,000) <input checked="" type="checkbox"/> Sponsorships (up to \$3,000) <input type="checkbox"/> Traffic Management Sponsorship <p><i>Note: - Requests up to \$500: CEO approval/ Requests over \$501 require Councillors Approval. - The maximum amount of assistance through the sponsorships program is of \$3,000.</i></p>
Estimated Value Sought:	\$2 500 <p><i>Note: please complete Section 4: Budget, if requesting over \$1000</i></p>
Brief Description of Event/Project - including what the funds will be used for (Max 250 Words):	<p>We would like to offer free craft workshops on the day of the 2021 St George Show. We have two experienced artists from Mani Tribes Gallery, and Kimberly Thornton of The Country Artisan's Corner offering to complete workshops throughout the day of the day.</p> <p>Kimberly has designed workshops that can be completed throughout the day, catering to a wide range of audiences, experiences and ages. These workshops offer a variety of craft from Loom Weaving, Macrame, and childrens craft of pom pom animals & monsters. Mani Tribes artists have planned a painting station that can have a revolving number of participants, and will teach them different techniques of aboriginal painting. At all workshops, participants will complete a craft item that they are able to take home with them, and the workshops will all be of no cost to the participant.</p>
Is this a New or Existing Event/Project:	<input type="checkbox"/> Existing <input checked="" type="checkbox"/> New
Is this a one-off or Annual Event/Project:	<input checked="" type="checkbox"/> One-Off <input type="checkbox"/> Annual
Have you applied for funding through the Community Assistance and Grants program in the last 12 months:	<input type="checkbox"/> Yes, Which event and amount: _____ <input checked="" type="checkbox"/> No



Community Grants and Assistance Application Form

Section 3: Budget - please complete if request is greater than \$1,000			
All amounts are to be shown in whole dollars and include GST. (Attach a separate budget if insufficient space below)			
Income (eg. Organisation's income, entry fees, in kind)		Expenditure (attach quotations) (eg. Venue Hire, Marketing, Contractors, Permits)	
Grant Funding Sources		Kimberly Thornton	\$ 2 650
St George P & A	\$ 1 450	Mani Tribes - artists	\$ 600
		Mani Tribes - supplies	\$ 700
Grant Requested from Council	\$ 2 500		
Other Revenue Sources			
TOTAL INCOME:	\$ 3 950	TOTAL EXPENDITURE:	\$ 3 950
In Kind Support:			

Please ensure that budgets tally correctly and balance.



Community Grants and Assistance Application Form

Section 5: DECLARATION

I certify that the information provided in this application is true and correct and that I am authorised to make this application on behalf of the organisation.

(Note: This application form must be signed by two executive officers of the incorporated body accepting legal and financial responsibility for Council's assistance)

Name:	Melissa Scriven	Name:	Nicky Robertson
Signature:		Signature:	
Position:	Secretary	Position:	Grants Officer
Date:	22/04/2021	Date:	22/04/2021

Checklist (Please Tick)

<input checked="" type="checkbox"/>	I have read and understood the Community Grants and Assistance Policy
<input checked="" type="checkbox"/>	All required sections of the application form completed and signed by 2 approved officers
<input checked="" type="checkbox"/>	Section 3 – Budget is completed (if request amount is over \$1,000)
<input checked="" type="checkbox"/>	Copy of Public Liability Certificate of Insurance attached
<input checked="" type="checkbox"/>	Copy of Certificate of Incorporation attached (If not incorporated - Provide details of Auspicing organisation)
<input checked="" type="checkbox"/>	Copy of required quotes, permits/approvals attached (if applicable)
<input type="checkbox"/>	Completed creditor information form (if applicable)

Office Use Only

Approval up to \$500

Approval is hereby provided for the purpose of the above mentioned in accordance with the Community Grants and Assistance Policy

Approval amount: _____

Chief Executive Officer or delegate

Date: _____



WFI
PO Box 300
TAMWORTH NSW 2340
Tel: 1300 934 934
Fax: 1300 797 544
12 March 2020

COMMERCIAL PLAN CERTIFICATE OF CURRENCY

Client Name: Balonne Creative Arts Incorporated
Client Number: C302899
Policy Number: 01 CPL 3521492
Period of Cover: 10 May 2019 to 10 May 2020

This Certificate describes the interest insured for the period stated above.
The accuracy of the details shown are very important and we recommend that you
check the document.

Insurance Australia Limited ABN 11 000 016 722 AFSL 227681 trading as WFI (WFI)
Locked Bag 1, Bassendean DC WA 6942 • Phone: 1300 934 934 • Fax: 1300 797 544 • wfi.com.au
Registered office: Level 26, 389 George Street, Sydney NSW 2000



CERTIFICATE
01 CPL 3521492

Page No: 2

Location: Kline Lane

ST GEORGE 4487

Risk: 001/003 Business legal liability

Effective: 10/05/19

Any excess shown on this certificate or in the policy includes GST

Excess:

Damage to property

\$750

Insured: Balonne Creative Arts Incorporated

Business: Craft Centre

Limit of Indemnity:

Limit any one Occurrence

\$10,000,000

Property in Your physical or legal control

\$250,000

Aggregate limit for product liability

\$10,000,000

Aggregate limit for pollution liability

\$10,000,000

Insurance Australia Limited ABN 11 000 016 722 AFSL 227681 trading as WFI (WFI)
Locked Bag 1, Bassendean DC WA 6942 • Phone: 1300 934 934 • Fax: 1300 797 544 • wfi.com.au
Registered Office: Level 28, 389 George Street, Sydney NSW 2000



The Country Artisan's Corner

Kimberly Thornton

ABN: 97 563 281 902

7 Philip Street St George Queensland 4487

kimberlythornton1982@gmail.com

ph-07 46251605

RE- Quote for Workshops for the St George Show Sunday 2nd May 2021

Full Day Freestyle Loom Weaving Continuous Workshop With Unlimited Participants

Extra large weaving loom -\$250.00

Materials (yarns, cottons, cotton slivers, roving etc)- \$800.00

Tutorial fee-\$ 400.00

Total- \$1450.00

Adult Macrame Workshop with Limit of 12 Participants

Participants will learn several macramé knots and make a keyring or bag charm

45min- 1hr workshop

\$40 per person

Total-\$480 (all materials and tutorial fee included)

Childrens Handmade Pom Pom Animals and Monsters Workshop with Limit of 12

Participants

Participants will make their own pom pom and design and decorate these to create animals and monsters of their choice. They can make as many as they can in the time allotted.

45min-1hr workshop

\$30 per child

Two workshop sessions requested.

Total- \$ 720.00 (all materials and tutorial fee included)

Total \$2650



Artists Biography

My name is Kimberly Thornton, I was born in Cunnamulla, Queensland, Australia on the 18 August 1982. My first experiences as an artist was when I was 5 years old when my mother started to introduce me to hand crafts. Throughout my primary school years I was fortunate enough to be recognised as have a talent in art and craft and it was very much supported and encouraged throughout those years. Through my teenage years, I was surrounded by family and relatives all very gifted in a variety of arts and craft. They have been my constant inspiration and support throughout my life.

Although I have had careers that are not arts related, I have never stopped creating and learning new crafts in my spare time. As time went on I realised that art and craft was my one and only true passion. It was here that I realized that I wanted to pursue a career in this field.

I believe that being an artisan is something that one is born to do an not learned at school, as I have went on to study through practical experience, learning through trial and error, I decided that with my infinite patience that I could develop and deliver my own style of practical tutorials to the public.

I now have my own business, The Country Artisan's Corner, where I provide a variety of art and craft workshops to adults and children. Some of my workshops are Freestyle loom weaving, macramé, macraweave, acrylic pouring, mosaic tile art, tapestry, working with polymer clay and airdry clay.

I develop my own workshops in a way so that the participant is encouraged to discover their own creativity and design by offering many choices and colour in the medium that is used.

As I have come from a small country town that, growing up, was always filled with talented and competent artisan's, it saddens me that culture has faded over the years. My goal is to rekindle that passion within rural community's by giving them the opportunity to learn a variety of arts and craft with supplies that are not readily available to them. It also brings the community together to socially support each other in these hard times.





Appendix A

The purpose of this appendix is to provide a detailed description of the data and methods used in the study. The data were collected from a series of experiments conducted over a period of six months. The methods used were designed to ensure the reliability and validity of the data. The results of the experiments are presented in the following sections.

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St George Aboriginal Housing company Ltd

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31/03/2021

Attention: Manager of Care Balonne St George Qld

To whom it may concern,

We are writing to you today with a proposal and a confirmation regarding the Mani Tribes Art Gallery. We would like to confirm that the Mani Tribes Art Gallery is very interested and would like to partner with The St George Show committee to host an art stall at the St George Show for 2021. Please see below for the projected budgets and cost that will be included for the future partnership.

Artist fee - \$300.00 per artist x2= \$600.00

Materials cost- \$700.00

Total- \$ 1,300.00

Please do not hesitate to contact me if you would like to discuss further, we look forward to hearing your response soon.

Thank you.

Kind regards

Adam Osborne
St George Aboriginal housing Company
Chairperson



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