

# **Snowy Valleys Council**



## **SNOWY VALLEYS COUNCIL MEETING BUSINESS PAPER 24 MAY 2018**

THE MEETING WILL BE HELD AT 2.00PM  
IN THE SNOWY VALLEYS COUNCIL CHAMBERS, 76 CAPPER STREET, TUMUT

## **Disclosure of Pecuniary Interests at meetings**

- Item from Bluet Local Government Handbook

[14.125] A Councillor or a Council Committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable. The person must not be present at, or in the sight of, the meeting either at any time during which the matter is being considered or discussed or at any time during which a vote is being taken on any question relating to the matter (s 451). A Councillor who has declared a pecuniary interest in a matter before the council but has withdrawn from the meeting because of that declaration is not counted in considering whether the meeting is quorate for that matter.

## **Disclosure of Political Donations and Gifts**

The Environmental Planning and Assessment Act 1979 places obligations on Councillors, staff, applicants and any person who makes a public submission, to disclose information relating to political donations and gifts during the environmental plan making or development assessment process.

Furthermore, for each planning decision made at a Council or Committee Meeting, the names of Councillors who supported the decision and those that oppose the decision must be recorded.

The fact that political donations or gifts have been made by applicants / proponents of a planning application should not affect whether an application is approved or refused. Political donations or gifts should not be relevant in making a determination. The matter should be determined on its merits. Nor do they provide grounds for challenging the determination of any applications.

For further information, visit [www.planning.nsw.gov.au/donations](http://www.planning.nsw.gov.au/donations)

## **Public Recording of Meetings prohibited without Council authority**

A person may use any recording device, including audio and visual recording and any device capable of recording speech, to record the proceedings of a meeting of a council or a committee of a council only by the resolution of the council or committee.

A person may, be expelled from a meeting of a council or a committee of a council or using or having used a tape recorder without consent.

## **Photography**

Flash photography is not permitted at a meeting of the Council or a Committee of the council without the consent of the General Manager.

## **Public Forum (extract from the Code of Meeting Practice)**

a) All prospective public forum speakers must advise the General Manager of their wish to address Council by the Monday prior to a Council meeting.

They must also provide a verbal or written précis of the subject matter at that time.

b) The public forum section shall only operate for a period of thirty (30) minutes immediately after apologies have been formally received.

c) Preference shall be given to addressees who wish to speak to any item before Council at that particular meeting.

d) The maximum time allowed for each speaker will be 5 minutes.

e) Not more than two members of a group may speak.

f) All persons addressing the meeting shall speak to the Chair.

g) The Chairperson may curtail the public participation where the information being presented is considered repetitive or irrelevant.

h) Councillors may ask questions of the person/s addressing Council only if so approved by the Chair.

i) Councillors will not enter into general debate with the speakers.

j) The Mayor is to approve of variations to this procedure in urgent / compelling circumstances.

k) All people / organisations who wish to address Council be made aware of the above condition.



**Thursday 24 May 2018**  
**Snowy Valleys Council Chambers**  
**76 Capper Street, Tumut**  
**2.00pm**

## **AGENDA**

**1. ACKNOWLEDGEMENT OF COUNTRY**

**2. APOLOGIES AND LEAVE OF ABSENCE**

**3. DECLARATIONS OF PECUNIARY INTEREST**

*Pursuant to Section 451 of the Local Government Act (1993), Councillors are required to declare any direct or indirect pecuniary interest in any matters being considered by Council.*

**4. PUBLIC FORUM**

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**7. NOTICE OF MOTION/NOTICE OF RESCISSION**

**8. MAYORAL MINUTE**

NIL

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## **13. MEETING CLOSURE**

**5. CONFIRMATION OF MINUTES****5.1 Ordinary Meeting - 26 April 2018****Recommendation:**

That the Minutes of the Ordinary Council Meeting held on 26 April 2018 be received and confirmed as an accurate record

**5.2 Extraordinary Meeting - 10 May 2018****Recommendation:**

That the Minutes of the Extraordinary Council Meeting held on 10 May 2018 be received and confirmed as an accurate record

**THE MINUTES OF THE COUNCIL MEETING HELD IN THE SNOWY VALLEYS  
COUNCIL CHAMBERS, BRIDGE STREET, TUMBARUMBA, ON THURSDAY 26 APRIL  
2018 COMMENCING AT 2:04 pm.**

**PRESENT:** Mayor James Hayes (Chairperson), Councillor Andrianna Benjamin, Councillor Cate Cross, Councillor Julia Ham, Councillor Margaret Isselmann, Councillor John Larter, Councillor Geoff Pritchard, Councillor Cor Smit and Councillor Bruce Wright

**IN ATTENDANCE:** General Manager Matthew Hyde, Acting Director Assets and Infrastructure Heinz Kausche, Director Internal Services Robyn Harvey, Director Strategy, Community and Development Gus Cox and Executive Assistant Susan Ivill

**1. ACKNOWLEDGEMENT OF COUNTRY**

An acknowledgement of the traditional custodians of the land was delivered by the Mayor James Hayes.

**2. APOLOGIES AND LEAVE OF ABSENCE**

Councillor Cate Cross requested leave of absence from the 10<sup>th</sup> May 2018 Extraordinary Meeting of Council.

Councillor Cate Cross also requested leave of absence from the 28<sup>th</sup> June 2018 Ordinary Meeting of Council.

**M078/18 RESOLVED** that Councillor Cate Cross leave of absence from the 10<sup>th</sup> of May 2018 Extraordinary Meeting and the 28<sup>th</sup> June Ordinary Meeting of Council be granted.

Cr M Isselmann/Cr J Ham

**3. DECLARATIONS OF INTEREST**

Cr John Larter declared a non - pecuniary in relation to the management report 10.5 Smarts Road Sealing Request as one of the residents requesting the works is a work colleague of his. He advised he will be remaining in the meeting during discussion and voting.

**4. PUBLIC FORUM**

Mr Tony a'Beckett from the Tumbarumba Chamber of Commerce addressed Council in support of Report #9.3 Destination Management Plan.

**5. CONFIRMATION OF MINUTES****M079/18 RESOLVED:**

That the Minutes of the Ordinary Council Meeting held on 22 March 2018 be received.

Cr M Isselmann/Cr J Ham

**5.1 BUSINESS ARISING**

Nil

**6. CORRESPONDENCE/PETITIONS**

Nil

**7. NOTICE OF MOTION/NOTICE OF RESCISSION**

Nil

**8. MAYORAL MINUTE**

Nil

**L.1 COUNCILLORS REQUEST TO ATTEND CONFERENCES****M080/18 RESOLVED:**

That Council approve the attendance of Councillors at the LGNSW Regional Summits being held in NSW in 2018.

Cr J Ham/Cr A Benjamin

**9. GOVERNANCE AND FINANCIAL REPORTS****9.1 GENERAL MANAGER'S 100 - DAY PRESENTATION****M081/18 RESOLVED:**

That Council:

1. Receive the report on the General Managers' 100 Day Presentation;
2. Endorse the General Managers' priorities of
  - a. Customer Service
  - b. Communication; and
  - c. Positivitythat complement the Integrated Planning and Reporting Strategic Themes and Organisation's Values;
3. Task the General Manager to work with the organisation and the community to ensure a vibrant and successful future for the Snowy Valleys Region; and



4. Receive a report aligning the General Managers performance contract with these priorities and the Local Government Capability Framework.

Cr M Isselmann/Cr J Larter

## **9.2 CANBERRA REGION JOINT ORGANISATION ATTENDANCE**

### **M082/18 RESOLVED:**

That Council;

1. Receive the report
2. Authorise the attendance of the Mayor and Deputy Mayor at the Canberra Region Joint Organisation held in Sydney on 2 – 3 May 2018
3. Authorise the attendance of the Mayor and Deputy Mayor at the deputation to the Premier on 3<sup>rd</sup> May 2018.

Cr M Isselmann/Cr B Wright

## **9.3 DESTINATION MANAGEMENT PLAN**

### **M083/18 RESOLVED:**

That Council;

1. Provide the community and stakeholders the opportunity to review and comment on the draft Destination Management Plan by placing the document on public exhibition for a 28 day period.

Cr M Isselmann/Cr C Cross

### **M084/18 RESOLVED:**

That Council:

2. Give due consideration for any stakeholder submissions received during the exhibition period before adopting the plan.

Cr B Wright/Cr J Larter

### **M085/18 RESOLVED** that Council move into Committee of the Whole for discussion.

Cr M Isselmann/Cr B Wright

### **M086/18 RESOLVED** that Council move out of Committee of the Whole.

Cr M Isselmann/Cr C Cross

**MOTION PUT that Council amend the draft Destination Management Plan to defer the consideration of the Tumut to Batlow Rail Trail project prior to release of consultation until after the assessment of the Tumbarumba to Rosewood Rail Trail project.**

Cr J Larter/Cr G Pritchard

**MOTION PUT AND LOST**

**9.4 ADOPTION OF COUNCIL MEDIA POLICIES**

**M087/18 RESOLVED:**

That Council adopt the following draft policies:

Policy Number	Policy Name
SVC-COR-PO-028-01	Media Policy for Mayor and Councillors
SVC-COR-PO-024-01	Media Policy

Cr C Cross/Cr B Wright

**9.5 COMMITTEE MEMBERSHIP RECRUITMENT / APPLICATION APPROVAL**

**M088/18 RESOLVED**

That Council approve the re-nomination from David Francis for the Tumut Aerodrome Committee.

Cr M Isselmann/Cr J Larter

**9.6 STATEMENT OF INVESTMENTS AS AT 31 MARCH 2018**

**M089/18 RESOLVED:**

That Council receive the Statement of Investments as at 31 March 2018

Cr J Ham/Cr A Benjamin

**9.7 QUARTERLY BUDGET REVIEW AS AT 31 MARCH 2018**

**M090/18 RESOLVED:**

In accordance with Section 413 of the Local Government Act, that;

1. The 3<sup>rd</sup> Quarter Budget Review as at 31 March 2018 be adopted by

- Council; and
2. The Revenue, Expenditure, and Capital Budget adjustments as noted and seen in the attached 3<sup>rd</sup> Quarter Budget Review be adopted by Council and the budgets be adjusted.

Cr M Isselmann/Cr A Benjamin

## **9.8 REQUEST FOR SPONSORSHIP - LITERARY INSTITUTE OF BATLOW GROUP**

### **M091/18 RESOLVED:**

That Council;

1. Endorse waiving the hall hire fees for the Batlow Literary Institute Hall for holding the Batlow Book Festival in July 2018.
2. Support the request from the Literary Institute of Batlow Group to provide sponsorship for an amount of \$1,500 to the Literary Institute of Batlow Group for the 2018 Book Festival, noting budget limitations as referred to in this report.

Cr M Isselmann/Cr J Ham

## **10. MANAGEMENT REPORTS**

### **10.1 LOCAL GOVERNMENT NSW ANNUAL TOURISM CONFERENCE 2018**

#### **M092/18 RESOLVED:**

That Council receive the information from Councillors and Coordinator Tourism & Economic Development on the 2018 LGNSW Tourism Conference.

Cr J Ham/Cr A Benjamin

### **10.2 STRONGER COUNTRY COMMUNITIES GRANT OPPORTUNITIES**

#### **M093/18 RESOLVED:**

That Council endorse the following projects in priority order for funding applications under Round 2 of the NSW Government's Stronger Country Communities program:

- a) Tumut Youth Precinct;
- b) Adelsonia Theatre;
- c) Talbingo Walking Path.
- d) Jingellic Showground;
- e) Tumbarumba Swimming Pool;
- f) Thomas Boyd Trackhead;

- g) Adelong Showground;
- h) Talbingo Tennis Courts;
- i) Tumut Swimming Pool, to include solar heating and supplementary gas heating;
- j) Tumut Rugby League Change Rooms;
- k) Tumut Tennis Courts;
- l) Tumbarumba Tennis Club;
- m) Talbingo Country Club Disability Access;
- n) Gilmore Hall upgrade;
- o) Tumut Golf Club;
- P) The Adelong Swimming Pool - If additional funding is available, staff investigate improving the water temperature in the Adelong Pool.

Cr J Larter/Cr A Benjamin

### **10.3 VISITOR SERVICES STRATEGY & TUMUT REGION VISITOR CENTRE MEMORANDUM OF UNDERSTANDING**

#### **M094/18 RESOLVED:**

That Council:

1. Provide the community and stakeholders the opportunity to review and comment on the draft Visitor Services Strategy by placing the document on public exhibition for a 28 day period.
2. Give due consideration for any stakeholder submissions received during the exhibition period before adopting the strategy.
3. Endorse Council staff to renegotiate a Memorandum of Understanding for the operation of the Tumut Region Visitor Centre in partnership with NSW National Parks & Wildlife Service in line with recommendations from the draft Visitor Services Strategy.

Cr G Pritchard/Cr B Wright

### **10.4 TUMUT AQUATIC CENTRE MASTERPLAN - COMMUNITY CONSULTATION**

**M095/18 RESOLVED** that Council defer report 10.4 Tumut Aquatic Centre to coincide with the report being brought back to Council from the Consultant in relation to a new multi-purpose centre in Tumut.

Cr J Larter/Cr M Isselmann

### **10.5 SMARTS ROAD SEALING REQUEST**

**M096/18 RESOLVED** that Council move into Committee of the Whole for discussion.

Cr J Larter/Cr M Isselmann

**M097/18 RESOLVED** that Council move out of Committee of the Whole.

Cr J Larter/Cr B Wright

**M098/18 RESOLVED:**

That Council;

1. Note the report on the feasibility of bitumen sealing Smarts Road,
2. Decline the request to upgrade the road to a sealed road standard  
and
3. Draft a Snowy Valleys Council Policy on Dust Strips to ensure an equitable standard across the Council area.

Cr A Benjamin/Cr C Smit

## **11. MINUTES OF COMMITTEE MEETINGS**

### **11.1 MINUTES - COMMUNITY WELFARE COMMITTEE MEETING HELD 15 FEBRUARY, 2018**

**M099/18 RESOLVED:**

That the Minutes of the Community Welfare Committee meeting held on 15 February, 2018 be received and noted.

Cr J Ham/Cr B Wright

### **11.2 MINUTES - TUMBARUMBA YOUTH COUNCIL COMMITTEE MEETING HELD 28 MARCH 2018**

**M100/18 RESOLVED:**

That the Minutes of the Tumbarumba Youth Council Committee meeting held on Thursday 28 March 2018 be received and the following recommendations contained therein be adopted.

Cr J Ham/Cr B Wright

#### **Filtered Water Station at Creekscape**

**M101/18 RESOLVED:**

That Council consider installing a filtered drinking water station at the Tumbarumba Creek Scape near the Skate Park.

Cr J Ham/Cr B Wright

**11.3 MINUTES - TUMUT YOUTH COUNCIL COMMITTEE MEETING HELD 4 APRIL 2018****M102/18 RESOLVED:**

That the Minutes of the Tumut Youth Council Committee meeting held on Wednesday 4 April 2018 be received and the following recommendations contained therein be adopted:

Cr G Pritchard/Cr J Larter

Terms of Reference Review

**M103/18 RESOLVED:**

That Council adopt the current Draft Youth Council Committee Terms of Reference.

Cr G Pritchard/Cr J Larter

**11.4 MINUTES - BATLOW DEVELOPMENT LEAGUE MEETING HELD ON 4 APRIL 2018****M104/18 RESOLVED:**

That Council receive the minutes of the Batlow Development League meeting held on 4 April 2018 and refer the matters for staff consideration and report back to the May Council meeting:

Cr J Larter/Cr M Isselmann

**11.5 MINUTES - FRIENDS OF THE TUMBARUMBA LIBRARY MEETING HELD 13 MARCH, 2018****M105/18 RESOLVED:**

That the Minutes of the Friends of the Tumbarumba Library Committee meeting held on 13 March, 2018 be received and noted.

Cr J Larter/Cr C Smit

**11.6 MINUTES - KHANCOBAN UNITED VOLUNTEERS ASSOCIATION (KUVA) MEETING HELD 21 FEBRUARY, 2018****M106/18 RESOLVED:**

That the Minutes of the Khancoban United Volunteers Association (KUVA) Committee meeting held on 21 February, 2018 be received and noted.

Cr J Larter/Cr B Wright

**11.7 MINUTES - TALBINGO PROGRESS ASSOCIATION MEETING HELD ON 7 MARCH 2018****M107/18 RESOLVED:**

That Council receive the Minutes of the Talbingo Progress Association meeting held on 7 March 2018 and refer the matters for staff consideration and report back to the May Council meeting:

Cr J Larter/Cr B Wright

**11.8 MINUTES - TUMBARUMBA MEN'S SHED COMMITTEE MEETING HELD 24 JANUARY, 2018****M108/18 RESOLVED:**

That the Minutes of the Tumbarumba Men's Shed Committee meeting held on the 24 January, 2018 be received and noted.

Cr J Ham/Cr M Isselmann

**11.9 MINUTES - TUMBARUMBA MEN'S SHED COMMITTEE MEETING HELD 28 FEBRUARY, 2018****M109/18 RESOLVED:**

That the Minutes of the Tumbarumba Men's Shed Committee meeting held on 28 February, 2018 be received and noted.

Cr J Larter/Cr A Benjamin

**12. CONFIDENTIAL****M110/18 RESOLVED:**

That Council move into Confidential to consider the matters listed in the confidential section of the agenda in accordance with Section 10(2) of the Local Government Act 1993 for the reasons specified.

**12.1 REQUEST FOR REDUCTION OF WATER ACCOUNT - METER ABE38448**

*Item 12.1 is confidential under the Local Government Act 1993 Section 10A 2 (a) as it relates to personnel matters concerning particular individuals (other than councillors) and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

**12.2 TUMBARUMBA CARAVAN PARK REDEVELOPMENT**

*Item 12.2 is confidential under the Local Government Act 1993 Section 10A 2 (d)ii as it relates to information that would, if disclosed, confer a commercial advantage on a competitor of the council and Council considers that discussion of the matter in an open meeting would be,*

*on balance, contrary to the public interest.*

12.3 PURCHASE OF LAND FROM KHANCOBAN COUNTRY CLUB

*Item 12.3 is confidential under the Local Government Act 1993 Section 10A 2 (d)i as it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

12.4 INDUSTRIAL LAND DEVELOPMENT

*Item 12.4 is confidential under the Local Government Act 1993 Section 10A 2 (c) as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

12.5 GENERAL MANAGER'S PERFORMANCE AGREEMENT

*Item 12.5 is confidential under the Local Government Act 1993 Section 10A 2 (a) as it relates to personnel matters concerning particular individuals (other than councillors) and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

Cr A Benjamin/Cr C Smit

At this stage, the time being 3:04 pm Council went into Confidential.

**12.1 REQUEST FOR REDUCTION OF WATER ACCOUNT - METER ABE38448**

**M111/18 RESOLVED:**

That Council;

1. Reduce the water account for meter number ABE38448 for the November to February quarter by \$478.30 and write off any interest that has accrued,
2. Draft a SVC Policy on concessions and reduction on fees and charges.

Cr J Larter/Cr J Ham

**12.2 TUMBARUMBA CARAVAN PARK REDEVELOPMENT**

**M112/18 RESOLVED:**

That Council;

1. note the additional expenditure required to complete the Tumbarumba Caravan Park Redevelopment Project



2. endorse reallocating the funding apportioned to stage 2 of this project, being \$818,500, to complete the works directly associated with achieving a final certificate of occupancy for the accommodation units. These works include:
  - permanent roadways and carparking directly associated with the accommodation units
  - internal pathways and pedestrian lighting around the accommodation units
  - 2 x Camp Kitchens, noting that the designs for the kitchens will be reviewed to achieve fit for purpose
  - landscaping, signage and painting as required around the accommodation units
3. note that the original designs, specifications and delivery methodology for the project will be reviewed with the objective of minimising the additional expenditure required to complete both stage 1 and stage 2 works
4. Note that the lease agreement, existing DA and funding agreement may need to be renegotiated subject to the outcomes of the review as referred to in the above (item 3)
5. Allocate \$340,000 from reserves to cover the cost of the new/refurbished water and sewerage works associated with this project. Investigate further as funding may be available from the water and sewer reserves.
6. Seek additional funding to complete the outstanding stage 1 and stage 2 works noted that the delivery of these works may need to be phased according to the availability of additional funding.
7. Note an internal review of the project development and management will be undertaken.
8. Receive a further report on the outcomes of the review and renegotiations as referred to items 3 and 4 in the above.

Cr J Larter/Cr B Wright

Cr G Pritchard left the meeting at 3:10 pm

Cr G Pritchard re-joined the meeting at 3:15 pm

## **12.3 PURCHASE OF LAND FROM KHANCOBAN COUNTRY CLUB**

### **M113/18 RESOLVED:**

That Council:

1. The purchase of Lot 3 of 2.104 hectares for a purchase price of \$70,000

to be funded from Capital Project Reserve, subject to the Khancoban Country Club utilising the credit remaining for the services of Johnson MME to establish a strategy with the intention of the Club recommencing trading.

2. Authorise the General Manager and Mayor to execute and affix the Council Seal to sale documentation relating to the purchase.
3. Re-advertise Lot 3 at market price.

Cr J Ham/Cr B Wright

Cr C Smit left the meeting at 3:25 pm

Cr C Smit re-joined the meeting at 3:30 pm

## **12.4 INDUSTRIAL LAND DEVELOPMENT**

### **M114/18 RESOLVED:**

That Council endorse the Gilmore Industrial Estate proposal as the preferable industrial site by:

1. approving the purchase of Lot 61 and part Lots 62 and 94 of Deposited Plan 757252 for a total sale price of \$250,000 (excl. GST) with parties to meet own legal costs.
2. authorising the General Manager and Mayor to execute and affix the Council Seal to sale documentation relating to the purchase.
3. advertising an expression of interest (EOI) for possible businesses to purchase the allotments created.
4. endorsing the pursuit of relevant grant opportunities to fund the realisation of the Gilmore Industrial Estate project and following receipt of funding;
  - endorse subdivision plan for Lots 62 & 94 of Deposited Plan 757252 for purpose of purchase
  - funding the purchase of land acquisition and project development costs to the amount of \$425,000 from an Internal Loan from the Employee Entitlement Reserve, and Council seek approval from Office of Local Government for the internal loan

Cr J Ham/Cr B Wright

Executive Staff members Gus Cox, Heinz Kausche and Robyn Harvey left the meeting at 3:41 pm.

The General Manager Matthew Hyde left the meeting at 3:45 pm.

**12.5 GENERAL MANAGER'S PERFORMANCE AGREEMENT****M115/18 RESOLVED:**

That Council:

1. Receive the report from the Mayor on the General Manager's Performance Agreement;
2. Endorse the General Managers' Performance Contract as drafted by Local Government NSW;
3. Delegate to the Mayor for the day-to-day supervision of the General Manager; and
4. Delegate to the Review Panel to conduct the General Managers Performance review with the assistance of an external facilitator.

Cr B Wright/Cr M Isselmann

Executive Staff members Gus Cox, Heinz Kausche and Robyn Harvey along with the General Manager Matthew Hyde re-joined the meeting at 3:51 pm.

**M116/18 RESOLVED** that Council move out of the Confidential Section of the meeting at 3:52 pm.

Cr M Isselmann/Cr G Pritchard

There being no further business to discuss, the meeting closed at 3:56 pm.

**THE MINUTES OF THE COUNCIL MEETING HELD IN THE SNOWY VALLEYS  
COUNCIL CHAMBERS, 76 CAPPER STREET, TUMUT, ON THURSDAY 10 MAY 2018  
COMMENCING AT 4.00PM**

**PRESENT:** Councillor Andrianna Benjamin, Councillor Julia Ham, Councillor James Hayes, Councillor Margaret Isselmann, Councillor John Larter, Councillor Geoff Pritchard, Councillor Cor Smit, Councillor Bruce Wright

**IN ATTENDANCE:** General Manager Matthew Hyde, Director Assets and Infrastructure Matt Christensen, Acting Director Internal Services Sarah Pentland, Director Strategy, Community and Development Gus Cox and Divisional Administrative Support Officer Amanda Hobson (Minute taker)

**2. APOLOGIES**

Clr Cross was absent from the meeting. A leave of absence was granted at the Ordinary Meeting of Council on 26 April, 2018 as per the below resolution.

*M078/18 RESOLVED that Councillor Cate Cross' leave of absence from the 10<sup>th</sup> May 2018 Extraordinary Meeting and the 28<sup>th</sup> June Ordinary Meeting of Council be granted.*

Cr M Isselmann/Cr J Ham

**3. DECLARATIONS OF INTEREST**

Nil

**4. ADMISSION OF LATE REPORTS**

Nil

**5. GOVERNANCE AND FINANCIAL REPORTS**

**5.1 ENDORSEMENT OF THE DRAFT INTEGRATED PLANNING AND REPORTING SUITE FOR PUBLIC EXHIBITION**

**M117/18 RESOLVED:**

That Council endorses the following Integrated Planning and Reporting strategies and plans, and place on public exhibition for a period of 28 days, with submissions closing Friday 8 June 2018:

- 1) Draft Snowy Valleys 2028 Community Strategic Plan;
- 2) Draft Delivery Program 2018-2021;

- 3) Draft 2018-2019 Operational Plan and Fees and Charges;
- 4) Draft Resourcing Strategy documents including the draft Long Term Financial Plan 2018-2028 (incorporating the 2018-2019 Operating Budget), draft Strategic Asset Management Plan 2018-2028 and the draft Workforce Management Plan.

With the following amendments to the Fees and Charges schedules and the Operational Plan:

#### Waste Charges

Domestic waste; amend from \$405 to \$423 in the former Tumbarumba Shire  
Commercial Waste; amend from \$480 to \$501 in the former Tumbarumba Shire  
School Waste; amend from \$380 to \$401 in the former Tumbarumba Shire  
Waste Levy remains at \$51 in the Fees and Charges schedule, to be amended in Operational Plan to remain consistent with the Fees and Charges schedule.

#### Childcare Services

Green Room; amend charge from \$12 p/hr to \$13.50 p/hr  
Gumnuts; amend charge from \$12 p/hr to \$12.50 p/hr  
Tumboosh; amend charge from before school care from \$21 p/hr to \$23 p/hr  
After school care; amend charge from \$27 p/hr to \$30 p/hr

Cor Smit/Andrianna Benjamin

**M118/18 RESOLVED:** that Council move into Committee of the Whole

John Larter/Julia Ham

**M119/18 RESOLVED:** that Council move out of Committee of the Whole

Margaret Isselmann/Bruce Wright

There being no further business to discuss, the meeting closed at 4.23PM.

**9. GOVERNANCE AND FINANCIAL REPORTS**

9.1 RURAL AUSTRALIANS FOR REFUGEES CONFERENCE WODONGA 6-8 APRIL 2018

Author: JULIA HAM

Responsible Manager: MATTHEW HYDE

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**Purpose of Report:**

This report provides a brief update on the information received at the biannual Rural Australians for Refugees (RAR) Conference as required under section 8 of the payment expense.

**Recommendation:**

**That council;**

- 1. receive the information from the Councillors**
- 2. become a member of Rural Australians for Refugees and a welcome council for refugees**
- 3. At a future time schedule a Council Workshop to discuss refugee resettlement to the council area**

**Report:**

The writers have written a summary of the conference. The attendees are happy to provide further clarification on any details.

**This is a brief summary:**

The conference was very successful in bringing the Councillors up to date with topical refugee issues in rural areas and highlighting the pros and cons of resettlement of refugees into the rural areas of Australia.

**Conference Summary**

**Key note Speaker- Gillian Triggs** – Former National Commissioner – Human Rights.

Professor Gillian Triggs called for an Australian Bill of Rights during her presentation to the Annual Conference.

“Unlike almost every other comparable country Australia has no bill of rights against which government policies, legislation and actions can be benchmarked,” Professor Triggs told the 300-strong conference.

She gave examples of how the human rights of people seeking asylum have suffered because courts have not had such a legal tool to use.

“Papua New Guinea has a modern constitution, including a guarantee of human rights, including the right to not be unlawfully deprived of one’s liberty. This enabled the PNG High Court to rule that it was unconstitutional to detain refugees on Manus Island”.

Professor Triggs said she appreciated RAR’s objectives in Australia, the Asia Pacific region and internationally especially to dispel common myths in a post truth environment where government policy is driven by political ideology and personal advancement rather than evidence.

Current facts as at February 28, 2018:

- Australia: 3 children and 1,337 adults in detention.
- Nauru: 140 on Island, 30 children in detention, 309 adults in detention.
- Manus: 700
- Bridging visas in the community 18,783: Legacy of issues, instability and uncertainty, denies basic status, children present with mental and behavioural problems, long term issue for Australian community.

We can both protect our borders and national security while also acting according to the law and humanely in respect of those refugees that are now on Manus and Nauru, Christmas Island and mainland detention centres.

### **Communities Working Together – Workshop Rural Resettlement**

**Kevin Mack mayor of Albury** spoke on the very successful refugee community in Albury particularly the Bhutanese.

#### **Anna Speedie – Mayor Wodonga**

- Albury is a Refugee Welcome Zone and all people should be treated equally and fairly.
- Albury / Wodonga has a long history of accepting migrants and refugees, such as Bonegilla

#### **Jenny O’Connor – Mayor Indigo**

Barriers include: Racism (fear) – we need to put a human face.

Working well;

- a. Homestay program, especially the unaccompanied young boys.
- b. Opportunities to tell their stories – writers festival and other events

How do RARs make AGREEMENTS with local gov’ts?

- Send letter of each council to bring a motion such as MOU with RAR
- Wollongong green collection as an example of creating work for refugees

Change minds through film – ‘Journey Beyond Fear’ – [illusivetv@aol.com](mailto:illusivetv@aol.com) or 0402114384

## **Four Key Points from the conference.**

### **1. Rural Resettlement**

- Local Government needs strong community voice to support refugees
- Community can drive the initiatives then get support from local government.
- Address racism in community and migrants.

### **2. Changing Hearts and Minds**

- Network across electoral boundaries and plan a strategy for elections months ahead
- Events that include all the community and are fun.
- A short clear research based message on Alternative Refugee policy especially dealing with causes of refugees displacement

### **3. Welcoming Refugees**

- People who arrive in Australia as Refugees or come seeking asylum are all humans and they respond to human actions and compassion eg a smile, a meal, friendship, help with basic necessities and education.
- All asylum seekers and refugees are individuals and we must recognise their cultural differences. Their different educational backgrounds, level of trauma, English language proficiency etc. These differences mean very different supports are needed and also represent much cultural diversity.
- Country and regional areas could be reinvigorated with industries where asylum seekers (particularly those with SHEV's) and refugees could work. Housing, jobs and community could benefit asylum seekers and refugees as well as help country areas.

### **4. Home Hosting**

- Rural communities have a unique role to play in intercultural education, in healing and in supportive relationship building for refugees and asylum seekers.
- There is a great deal of knowledge and experience in the home hosting area and this knowledge needs to be shared and not reinvented. The RAR to play a key role as a central hub of information sharing and connection.
- We work together slowly to build strong connections with referring agencies and provide a safe supported form of advocacy.

## **Future Ideals**

### **1. Involving Young Australians**

- More education in schools with refugees telling their stories
- Increase social awareness and education in politics in schools (if you know how something works change can be made)
- If young people have ideas support them to 'have a go' look at their passions and interest and instil it

### **2. Involving Young Refugees and Asylum Seekers**

- Support = education, financial, mental health
- Not just story tellers, support career goals, job opportunities, networking.
- Provide mentorship plus capacity building.



### **3. Youth Campaigning for Change**

- Change comes after taking risks
- Older and younger generation work together. Refugee youths with more responsibilities. Establish cross-cultural communication and teach others about refugees.
- Refugees are part of the solution. New and positive image of refugees to replace the desperate ones. Australians can learn from refugees.
- Exploration of new horizons for campaigning for change, film, social media, welcome dinners etc.

### **4. The future we want for our kids**

- Parental modelling
- Whole Community is responsible for raising a child
- Face the future before it happens.

#### Options

Nil

#### Budget Implications:

Unknown – further information to be provided following the workshop

#### Legal/Statutory Implications:

Nil

#### Risk Management - Business Risk:

Nil

#### Risk Management - WHS and Public Risk:

Nil

#### Council Seal:

Nil

#### Attachments

Nil

**9. GOVERNANCE AND FINANCIAL REPORTS****9.2 NSW PUBLIC LIBRARY CONFERENCE 2018 - COUNCILLOR AND STAFF REQUEST TO ATTEND**

Author: SUSAN IVILL

Responsible Manager: MATTHEW HYDE

Purpose of Report:

To advise Council of a Councillor and Staff request and seek approval for attendance at the 2018 NSW Public Library Conference 27<sup>th</sup> to 30<sup>th</sup> November 2018.

Recommendation:

**That Councillor Cate Cross and Coordinator Library Services Kristin Twomey be authorised to attend the 2018 NSW Public Library Conference 27<sup>th</sup> to 30<sup>th</sup> November 2018.**

Report:

The 2018 NSW Public Library Association Conference "Switch 2018", whilst at a majority, is aimed at Library and related industry staff, does have a strong contingent of councillors attend. Given the strong push into the 2019 NSW Government elections for increased State funding, Councillor attendance at the conference is topical.

The relevant Councillor policy is "Payment of Expenses and the Provision of Facilities to Mayors and Councillors".

**8. Attendance at seminars and conferences**

Requests for attending conferences should generally be in writing outlining the benefits to Council. On the return from any seminar or conference a councillor or a member of staff accompanying the councillor should provide a written report to Council on the relevant aspects of the conference. No written report is required for the annual conferences of the Local Government and Shire Association.

All approvals for discretionary trips and attendances at conferences made under this policy shall be made by resolutions of the Council or jointly by the Mayor, and the General Manager. If the Mayor requires approval it should be given by the deputy mayor, or another Councillor and the General Manager.

All attendances approved by Mayor, and the General Manager must be notified to Council in a Mayoral Minute at the next Council meeting for confirmation.

The conferences to which this policy applies shall be confined to:-

- Local Government & Shires Association of NSW
- Australian Local Government Association (ALGA) and special one-off conferences called or sponsored by any one of these associations.

- Annual LGMA forum held in conjunction with the Local Government & Shires Association Conference.
- Regional Organisations of Councils conferences and meetings
- Conferences, meetings and sessions which further the training and development efforts of the Council and of Councillors, or which relate to or impact upon the Council's functions.
- Conferences or meetings of organisations or bodies to which a Councillor has been elected, or appointed as a delegate or member of the Council.
- Where an Elected member of Council, or a member of the public is appointed by a Minister of the Crown, Council, will upon request consider the level of assistance to be provided to the individual.

#### Options

Nil

#### Budget Implications:

Early bird registration is \$650+GST per person, with estimated travel and accommodation costs to Coffs Harbour estimated at \$3,500.

#### Legal/Statutory Implications:

Nil

#### Risk Management - Business Risk:

Nil

#### Risk Management - WHS and Public Risk:

Nil

#### Council Seal:

No

#### Attachments

- 1 Switch 2018 Conference Program [↓](#)

## SWITCH 2018 DRAFT Conference Program



<b>DAY 1 (Wed Nov 28)</b>	
8.30am – 9.00am	Coffee and Registration
<b>Conference Opening</b>	
9.00am – 9.05am	Welcome to Country <b>TBC</b>
9.05am – 9.10am	Welcome to Coffs Harbour <b>TBC</b> Mayor, Coffs Harbour City Council
9.10am – 9.25am	Welcome to SWITCH 2018 <b>Cr Dallas Tout</b> President, NSWPLA
9.25am – 9.45am	State Library of NSW Address <b>Dr John Vallance</b> State Librarian , State Library of NSW
9.45am – 10.15am	Government update <b>TBC</b> Liberal Party Speaker
Morning Tea & Networking	Sponsored by ALS Library
<b>Theme – Collaboration</b>	
10.45am – 11.40am	TBC <b>Susan Brenton</b> President and CEO, Urban Libraries Council (USA and Canada)
11.40am – 12.15pm	Essential Media – Developing and Presenting Great Community Campaigns <b>TBC</b> Essential Media
Lunch	Sponsored by The Book House
<b>Theme – Collaboration</b>	
1.15pm – 1.45pm	And Now a Word from Our Platinum Sponsor – BOLINDA <b>TBC</b>
1.45pm – 2.15pm	Letting Go A Little – should public libraries actively support peer-led learning in digital literacy programs? <b>Liz Griffiths</b> Service Delivery Librarian, Willoughby Library. Kath Knowles Young Leader Award recipient 2016
2.15pm – 3.00pm	KEYNOTE SPEAKER: Foodbank – Fighting Hunger Across Australia <b>John Robertson</b> Executive General Manager, Foodbank NSW & ACT
Afternoon Tea & Networking	Sponsored by Wavesound
<b>Theme – Collaboration</b>	
3.30pm – 4.30pm	PANEL SESSION: Challenges and Success for Libraries Supporting Refugee Communities <b>Speakers TBC</b>
4.30pm – 5.00pm	Summation of the Day's Proceedings & Announcements <b>Amy Heap</b> Outreach & Promotions Coordinator, Riverina Regional Library
7.00pm – until late	Sponsored by Insight Informatics <b>Exhibitors &amp; Sponsors Dinner</b>

## SWITCH 2018 DRAFT Conference Program



<b>DAY 2 (Thu Nov 29)</b>	
7.00am – 8.30am	Librarians' Breakfast
8.30am – 9.00am	Coffee and Registration
<b>Theme – Innovation</b>	
9.00am – 9.05am	Welcome Back
9.05am – 9.30am	Labor Party Address <b>The Hon Peter Primrose MLC</b> Shadow Minister for Local Government, NSW Parliament
9.30am – 10.30am	TBC <b>Kelly Grigsby</b> CEO, Wyndham City Council, Victoria
Morning Tea	
11.00am – 11.45am	TBC <b>Gavin Carnegie</b> Learning & Development Manager, Local Government Professionals Australia, NSW
11.45am – 12.30pm	Creative Technology Hub <b>Paula Kelly Paul</b> Manager Learning Communities, Hobsons Bay Libraries
Lunch	
<b>Theme – Sustainability</b>	
1.30pm – 2.30pm	PANEL SESSION: Libraries Built For Communities <b>Speakers TBC</b>
2.30pm – 3.15pm	TBC <b>TBC</b>
Afternoon Tea	
<b>Theme – Sustainability</b>	
4.00pm – 4.45pm	TBC <b>TBC</b>
4.45pm – 4.55pm	Summation of the Day's Proceedings & Announcements <b>Amy Heap</b> Outreach & Promotions Coordinator, Riverina Regional Library
4.55pm – 5.00pm	Conference Acknowledgements and Farewell <b>Cr Dallas Tout</b> President, NSWPLA
7.00pm – until late	Sponsored by Insight Informatics <b>Conference Dinner</b>

**9. GOVERNANCE AND FINANCIAL REPORTS****9.3 CANBERRA REGION JOINT ORGANISATION MEETING ATTENDANCE**

Author: MATTHEW HYDE

Responsible Manager: MATTHEW HYDE

**Purpose of Report:**

This report serves to update Councillor on the attendance at the Canberra Region Joint Organisation from 2 – 3 May 2018 at Parliament House in Sydney.

**Recommendation:****That Council:**

- 1. Receive the report from the General Manager regarding the successful attendance of the Canberra Regional Joint Organisation and meetings with the Premier, Deputy Premier, Minister for Local Government & Environment, and Minister for Health**

**Report:**

The Canberra Region Joint Organisation (CBRJO) meeting was held in the Jubilee Room of Parliament House and in addition the business on the agenda, various Ministers attended the meeting and responded to questions of regional significant previously provided. Deputations and attendances were received with:

- Hon. Gabrielle Upton MP – Minister for Local Government
- Hon. Gladys Berejiklian MP – Premier
- Hon. John Barilaro MP – Deputy Premier
- Hon. Gabrielle Upton – Minister for Local Government & Environment
- Hon. Andrew Constance MP – Minister for Infrastructure & Transport
- Hon. Pru Goward MP – Minister for Family and Community Services
- Hon. Bronnie Taylor MLC – Parliamentary Secretary Southern NSW
- Hon. Paul Toole MP – Minister for Forestry Lands & Racing
- Hon. Niall Blair MLC – Minister for Agriculture
- Hon. Troy Brant MP – Minister for Police and Emergency Services
- Cr Linda Scott (President) and Ms Donna Rygate (Chief Executive) Local Government NSW
- Mr Geoffrey Roberts – Interim District Commissioner for Western Sydney
- Mr Tim Hurst (A/Chief Executive) and Mr Chris Presland (Director Reform Implementation) from Office of Local Government
- Mr James McTavish – NSW Cross border Commissioner
- Mr Wes Fang MLC – Legislative Assembly
- Ms Steph Cooke MP – Member for Cootamundra
- Mr Gary Worboys – Deputy Police Commissioner

In addition, Council was fortunate to have been able to meet privately with the NSW Premier, the Hon. Gladys Berejiklian on the Thursday afternoon.

The opportunity to discuss the amalgamation process, and our successes and challenges as a merged council created great discussion. The Premier was pleased the Councillors were working well together and with the staff to ensure the success of the Snowy Valleys Council.

The Tumbarumba to Rosewood Rail Trail is an important pilot project for the NSW Government, and in the wake of the announcement of the successful land transfer from Transport NSW to Crown Lands, Council highlighted concerns relating to project estimates that were four years old and the need to have the project timeline extended. The Premier noted this was an important project for her and she was pleased that we would be moving to the next stages.

Council took the opportunity to advocate to have the upgrade to the Tumut hospital to be brought forward and to relocate the ambulance service in the same precinct as the hospital as an integral part of that redevelopment. This matter was also presented to the Minister for Health the Hon. Brad Hazzard MP. The Minister noted that the proposal made sense and encouraged further information to be presented.

The Premier was very interested in the Business and Education Centre of Excellence concept – an expansion of the initial concept of establishing a Country University Centre in Tumut. There is a unique opportunity to develop a collaborative learning facility for both education and business in Tumut in partnership with NSW Education, NSW Department of Industry and major local industry. Preliminary discussions with the Director of Schools Planning have explored the option of having such a facility co-located at the Tumut High School. The facility and its offerings would assist in the attraction and retention of skilled workforce to the region by providing opportunities for further training, study and professional development, a workspace for homebased businesses and remote workers and an increased standard of high school education and would incorporate the Country University Centre. We have asked the NSW Government to fund the development of a business case for this large scale project and we also met with Mr Duncan Taylor CEO Country University Centre & Mr Tim Mort from Fifth Estate about this project.

Overall, our meeting with the Premier was very positive and our requests and ideas were well received. We also had discussions with the Deputy Premier John Barilaro, the Minister for Health Brad Hazzard and the Minister for Local Government Gabrielle Upton, where we reiterated our requests for additional support to expedite the amalgamation process through to completion.

The proposal to join the CBRJO was also presented to the Deputy Premier and the Minister for Local Government & Environment. Both noted that the CBRJO and member Councils were supportive of the addition of Snowy Valleys Council in the future and they will consider changes to the Guidelines to allow Councils to join a joint organisation outside their planning area in specific circumstances.

The visits have been followed up with our requests in writing, and we'll be working on putting together a much more detailed proposal for additional government funding support to help us finalise the organisation's transformation to one council, attract further funding for the Tumbarumba to Rosewood Rail Trail, consider the ambulance co-location with the hospital and discuss bringing the budget forward for the hospital

with the Treasurer. In addition, correspondence has been sent requesting funding a business case for the Business and Education Centre of Excellence

Options

That Council not receive the report.

Budget Implications:

The funding status of these projects will vary according the programs available from the State and the required Council contributions. These programs will be reported separately to Council once responses are received from the State.

Legal/Statutory Implications:

N/A

Risk Management - Business Risk:

The opportunity to advocate and discuss successes and assistance with the Premier, Deputy Premier and Ministers is an important part of Council's business and it is important the Council make the most of these opportunities.

Risk Management - WHS and Public Risk:

N/A

Council Seal:

No

Attachments

Nil



**9. GOVERNANCE AND FINANCIAL REPORTS****9.4 APPOINTMENT - INDEPENDENT MEMBER - AUDIT, RISK AND IMPROVEMENT COMMITTEE**

Author: JAMES HAYES

Responsible JAMES HAYES  
Manager:

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**Purpose of Report:**

To provide Council with information regarding the recruitment process for an independent member of the Audit, Risk and Improvement Committee and seek its approval for the appointment of Ian Chaffey to the committee.

**Recommendation:**

**That Council consider the report and approve the appointment of Ian Chaffey to the Audit, Risk and Improvement Committee until March 2021.**

**Report:**

In March 2018, Snowy Valleys Council sought expressions of interest from suitably qualified persons to serve on the Audit, Risk and Improvement Committee as an independent member. One (1) application (attached) was received. This application was from Ian Chaffey.

A selection panel composed of the following members reviewed Mr. Chaffey's application and interviewed him on 9 May 2018:

- James Hayes, Mayor;
- John Larter, Deputy Mayor;
- Julia Ham, Councillor;
- David Maxwell, Chair (Audit, Risk and Improvement Committee);
- Glenyce Francis, Independent Member (Audit, Risk and Improvement Committee);
- Matthew Hyde, General Manager; and
- Jerry Mooketsi, Division Manager People, Culture and Governance

On the basis of Mr Chaffey's application and interview, the panel determined that his extensive experience (35 years) in the local government sector together with his experience as a board member of the Tumbarumba Hospital Board would allow him to make a valuable contribution to the Audit, Risk and Improvement Committee.

**Options**

Option 1 - appoint Ian Chaffey to the Committee as an independent member as recommended.

Option 2 – Do not appoint Ian Chaffey to the committee and re-advertise.

Budget Implications:

The remuneration for independent Audit, Risk and Improvement Committee members is \$1,100 per annum. There is a budget allocation for this.

Legal/Statutory Implications:

Council has established an Audit, Risk and Improvement Committee which functions under the guidelines issued in 2010 under the Local Government Act.

Risk Management - Business Risk:

Nil

Risk Management - WHS and Public Risk:

Nil

Council Seal:

No

Attachments

- 1 Ian Chaffey's Application for the Audit, Risk and Improvement Committee (under separate cover) - Confidential

**9. GOVERNANCE AND FINANCIAL REPORTS**

9.5 COMMUNITY RADIO FM96.3 LEASE EXTENSION

Author: MATT CHRISTENSEN

Responsible Manager: MATTHEW HYDE

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Purpose of Report:

For consideration of an extension to the lease for the Radio Station FM96.3 for the use of premises 81 Capper Street, Tumut being part Certificate of Title Identification 21/848711 known as 'The Old RFS Building'

Recommendation:

**That;**

- 1. Council renew the variation of lease to the Montreal Theatre Incorporated for the Community Radio Station FM96.3, which is part of the premises located at 81 Capper Street Tumut, being part Certificate of Title Identifier 21/848711 known as 'The Old Rural Fire Service Building' at a sponsored cost of \$10,000 per annum for a period of three (3) years for the period 01/07/2018 to 30/06/2021.**
- 2. The General Manager and Mayor be delegated to sign and affix Council's seal on the all lease documentation.**

Report:

The original lease ran from 01/07/2009 to 30/12/2012 with an extension of the lease from 01/07/2012 to 30/06/2015 and 01/07/2015 to 30/06/2018.

The Variation is due to terminate on the 30/06/2018. Given the overwhelming success of the Community Radio Station FM96.3 it would be in Council's interest to renew the variation for a further 3 years.

The existing 'reciprocal' arrangements allow Council to show rent of \$10,000 pa in exchange for an annual sponsorship package to the value of \$10,000 pa. The sponsorship package allows Council continued access to FM96.3 for all community announcements and publicity for Council events and community activities.

Options

The lease is for a total term of 12 years, and is not due to expire until 30 June 2021. At this point in time Council must agree to the lease extension as the right of extension rests with the lessee.

Council may consider seeking cash payment of the lease from the lessee, moving away from and in-kind donation arrangement. The current arrangement is considered positive for Council as an organization and the community given the breadth of information being distributed from Council projected over the coming years.

Budget Implications:

Included as an 'in-kind' arrangement to be paid as part of the Section 356 policy, which is currently under review.

Legal/Statutory Implications:

The lease documentation has been drafted in accordance with the Real Property Act 1900 by Councilors Solicitors.

Risk Management - Business Risk:

Nil

Risk Management - WHS and Public Risk:

Nil

Council Seal:

Yes

Attachments

Nil

**9. GOVERNANCE AND FINANCIAL REPORTS****9.6 COMMITTEE MEMBERSHIP RECRUITMENT / APPLICATION APPROVAL - SALEYARD COMMITTEE**

Author: DORIS CRAIN

Responsible JERRY MOOKETSI  
Manager:

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**Purpose of Report:**

To present re-nomination for membership of the Tumut Saleyard Committee within the terms and conditions of Council controlled committees.

**Recommendation:**

**That Council approve the re-nomination from Rob Stubbs, Chris Annetts, Anthony Day, David McGruer and Colin Hartshorn for the Tumut Saleyard Committee.**

**Background:**

Immediately following the election of each new council, all committee Terms of Reference, including existing membership of council controlled committees are reviewed and approved by council.

Given the number of committees, there are regular changes to membership reflecting the changes within the broad community. Member(s) retire or leave town, new members express interest, and existing members recruit suitable candidates to committees that hold specific interest to individuals.

Committee membership is vital for community engagement, collaboration and partnerships.

The following applications have been received from interested community members for re-nomination to the Tumut Saleyard Committee;

- Rob Stubbs (ECM ID1989029)  
Applicant Qualifications: Stock & Station Agent  
Reasons for Membership: Interest in Saleyard & Management
- Chris Annetts (ECM ID1989030)  
Applicant Qualifications: Livestock Agent  
Reasons for Membership: To make sure the yards are looked after
- Anthony Day (ECM ID1989028)  
Applicant Qualifications: Cert. IV in Government Diploma in Public Safety (Biosecurity) – Producer/Farmer  
Reasons for Membership: Producer Representative

- David McGruer (ECM ID1989027)  
Applicant Qualifications: Farmer – Grazier  
Reasons for Membership: Interest in Saleyards
- Colin Hartshorn (ECM ID1989031)  
Applicant Qualifications: Not stated  
Reasons for Membership: Live within 100mtrs of Saleyards

Options

Nil

Budget Implications:

Nil

Legal/Statutory Implications:

Nil

Risk Management - Business Risk:

Nil

Risk Management - WHS and Public Risk:

Nil

Council Seal:

No

Attachments

Nil

**9. GOVERNANCE AND FINANCIAL REPORTS****9.7 COMMITTEE MEMBERSHIP RECRUITMENT / APPLICATION APPROVAL - ABORIGINAL LIAISON COMMITTEE**

Author: TRUDY CRAWFORD

Responsible Manager: GEORGIA MACDOUGALL

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**Purpose of Report:**

To present re-nomination for membership of the Aboriginal Liaison Committee within the terms and conditions of Council controlled committees.

**Recommendation:**

**That Council approve the re-nomination from Suzanne Bulger, Sonia Piper, Mary Greenhalgh, Coral Bulger and Meegan Cameron for the Aboriginal Liaison Committee.**

**Background:**

Immediately following the election of each new council, all committee Terms of Reference, including existing membership of council controlled committees are reviewed and approved by council.

Given the number of committees, there are regular changes to membership reflecting the changes within the broad community. Member(s) retire or leave town, new members express interest, and existing members recruit suitable candidates to committees that hold specific interest to individuals.

Committee membership is vital for community engagement, collaboration and partnerships.

The following applications have been received from interested community members for re-nomination to the Aboriginal Liaison Committee;

- Suzanne Bulger (ECM ID1989307)  
Applicant Qualifications: Former Councillor, Teacher, Aboriginal Wiradjuri Elder  
Reasons for Membership: We need two Aboriginal Liaison Committees as we have two neighbouring tribes
- Sonia Piper (ECM ID1989303)  
Applicant Qualifications: Local Aboriginal Community Elder  
Reasons for Membership: Support for local Aboriginal Committee
- Mary Greenhalgh (ECM ID1989304)

Applicant Qualifications: Aboriginal Elder. Representing Brungle/Tumut Land Council

Reasons for Membership: B/TALALC Board member. To support local aboriginal community

- Coral Bulger (ECM ID1989306)  
Applicant Qualifications: Local Community member representing Coe-ee Cottage & AELG  
Reasons for Membership: Commitment to support local Aboriginal Community
- Meegan Cameron (ECM ID1989305)  
Applicant Qualifications: refer resume held by Snowy Valleys Council  
Reasons for Membership: Board member Brungle Tumut LALC

Options

Nil

Budget Implications:

Nil

Legal/Statutory Implications:

Nil

Risk Management - Business Risk:

Nil

Risk Management - WHS and Public Risk:

Nil

Council Seal:

No

Attachments

Nil



## 9. GOVERNANCE AND FINANCIAL REPORTS

### 9.8 STATEMENT OF INVESTMENTS AS AT 30 APRIL 2018

Author: AMANDA SUTTON

Responsible Manager: SARAH PENTLAND

#### Purpose of Report:

This report is to provide a summary of Council's cash and investments as at 30 April 2018.

#### Recommendation:

**That Council:**

#### 1. Receive the Statement of Investments as at 30 April 2018

#### Report:

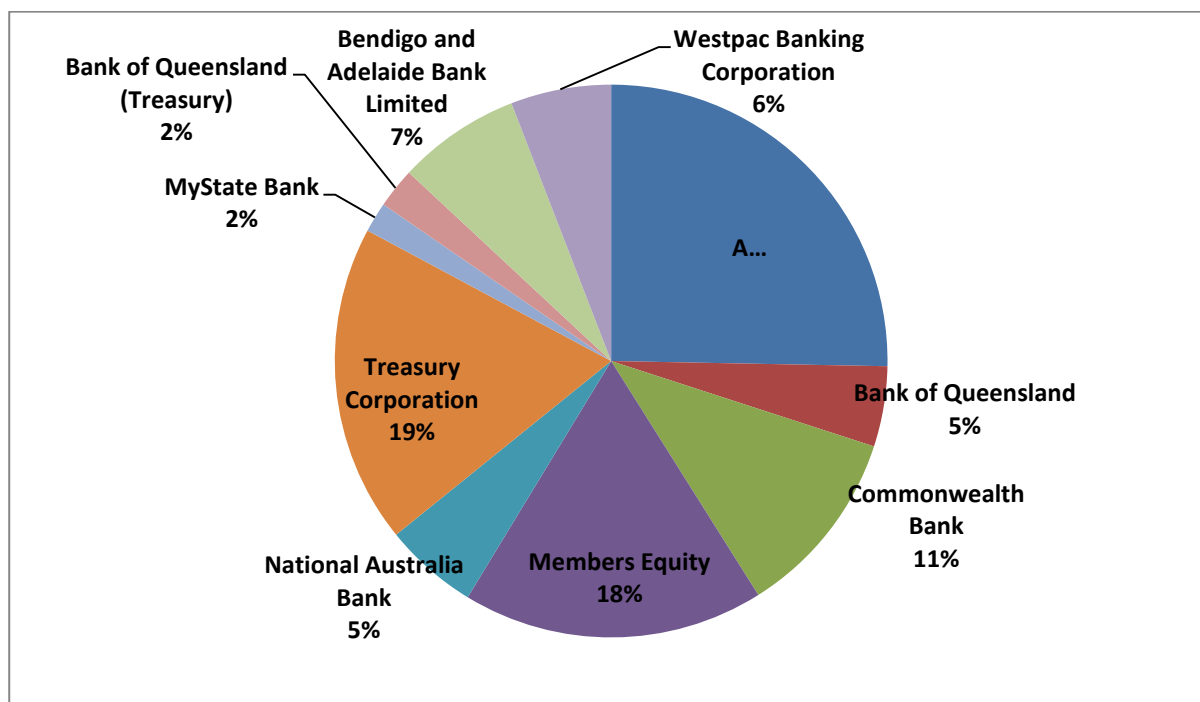
In accordance with Clause 212 of the Local Government (General) Regulation 2005, a monthly report is required to be submitted to Council detailing all investments of Council.

<b>Combined Cash &amp; Investments Table</b>		as at 30/04/2018						
<b>Cash &amp; 11am at call Accounts</b>	<b>Branch</b>	<b>Balance Invested \$</b>	<b>Type</b>	<b>Interest Rate%</b>	<b>Maturity Date</b>	<b>% of Total Portfolio</b>	<b>% of Category</b>	<b>Rating</b>
Commonwealth Bank	IWD	1,614,202	IWD Gen	1.40%		3.8%	11.5%	A-1+
AMP	IWD	515,063	IWD BSA	1.80%		1.2%	3.7%	A-1+
Commonwealth Bank	IWD	1,194	IWD BOS	1.40%		0.0%	0.0%	A-1+
AMP	IWD	1,000,000	31d At Call	2.15%		2.4%	7.1%	A-1
National Australia Bank	Tumbarumba	439,122	W/Acct	1.50%		1.0%	3.1%	A-1+
Commonwealth Bank	Tumut	1,166,601	W/Acct	1.40%		2.7%	8.3%	A-1+
Commonwealth Bank	IF share	0	At Call (BOS)	1.50%		0.0%	0.0%	A-1+
Commonwealth Bank	SCF-share	417,017	At Call (BOS)	1.50%		1.0%	3.0%	A-1+
Commonwealth Bank	Tumut	1,008,356	At Call (BOS)	1.50%		2.4%	7.2%	A-1+
<i>Sub Total Cash &amp; 11 am at Call Accounts</i>		6,161,556		1.57%		14.5%	43.7%	
<b>TCorp Investments (at Call)</b>	<b>Branch</b>	<b>Balanced Invested \$</b>	<b>Type</b>		<b>Financial Year Interest Rate (to date)</b>	<b>% of Portfolio</b>	<b>% of Category</b>	<b>Rating</b>
Treasury Corporation	SCF - CF (1147)	518,778	at call		1.64%	1.2%	3.7%	Treas
Treasury Corporation	SCF - SCF (1148)	1,039,817	at call		1.76%	2.4%	7.4%	Treas
Treasury Corporation	Tumut (1170)	3,122,720	MTGF		3.97%	7.3%	22.2%	Treas
Treasury Corporation	Tumut (1171)	3,248,719	LTGF		7.62%	7.6%	23.1%	Treas
<i>Sub Total TCorp Investments at call</i>		7,930,034				18.6%	56.3%	
<b>Total Cash &amp; At Call Investments</b>		<b>14,091,591</b>				<b>18.6%</b>	<b>100.0%</b>	

<b>Term Deposits &amp; Commercial Bills</b>	Balance Invested \$	Lodgement Date	Interest Rate%	Maturity Date	% of Portfolio	% of Category	Rating
Bank of Queensland	2,000,000	23/11/2017	2.60%	23/05/2018	4.7%	7.0%	A-2
Members Equity	1,000,000	24/11/2017	2.60%	23/05/2018	2.4%	3.5%	A-2
AMP	750,000	24/05/2017	2.60%	24/05/2018	1.8%	2.6%	A-1
AMP	750,000	28/08/2017	2.60%	25/05/2018	1.8%	2.6%	A-1
Members Equity	1,000,000	28/11/2017	2.61%	28/05/2018	2.4%	3.5%	A-2
National Australia Bank	401,022	28/06/2017	2.40%	28/06/2018	0.9%	1.4%	A-1+
Bendigo and Adelaide Bank Limited	1,029,500	12/07/2017	2.75%	12/07/2018	2.4%	3.6%	A-2
Bendigo and Adelaide Bank Limited	1,029,500	12/07/2017	2.75%	12/07/2018	2.4%	3.6%	A-2
Members Equity	1,500,000	15/01/2018	2.65%	16/07/2018	3.5%	5.3%	A-2
Members Equity	2,500,000	9/01/2018	2.60%	17/07/2018	5.9%	8.8%	A-2
Westpac Banking Corporation	2,500,000	23/04/2018	2.80%	23/07/2018	5.9%	8.8%	A-1+
National Australia Bank	750,000	20/09/2017	2.64%	20/08/2018	1.8%	2.6%	A-1+
Members Equity	750,000	29/08/2017	2.60%	29/08/2018	1.8%	2.6%	A-2
Members Equity	750,000	29/08/2017	2.60%	29/08/2018	1.8%	2.6%	A-2
National Australia Bank	750,000	4/10/2017	2.63%	4/09/2018	1.8%	2.6%	A-1+
Bank of Queensland (Treasury)	1,000,000	5/12/2017	2.60%	5/09/2018	2.4%	3.5%	A-2
MyState Bank	750,000	13/12/2017	2.65%	10/09/2018	1.8%	2.6%	A-2
AMP	1,000,000	18/12/2017	2.40%	18/09/2018	2.4%	3.5%	A-1
AMP	2,000,000	19/09/2017	2.60%	19/09/2018	4.7%	7.0%	A-1
AMP	500,000	25/09/2017	2.60%	25/09/2018	1.2%	1.8%	A-1
AMP	750,000	27/09/2017	2.60%	27/09/2018	1.8%	2.6%	A-1
AMP	500,000	3/10/2017	2.60%	3/10/2018	1.2%	1.8%	A-1
AMP	2,000,000	9/01/2018	2.45%	8/10/2018	4.7%	7.0%	A-1
Bendigo and Adelaide Bank Limited	500,000	16/01/2018	2.65%	16/01/2019	1.2%	1.8%	A-2
AMP	1,000,000	20/04/2018	2.70%	20/01/2019	2.4%	3.5%	A-1
Bendigo and Adelaide Bank Limited	250,000	9/03/2018	2.60%	11/03/2019	0.6%	0.9%	A-2
Bendigo and Adelaide Bank Limited	250,000	9/03/2018	2.60%	11/03/2019	0.6%	0.9%	A-2
<i>Sub Total Term Deposits &amp; Bills</i>	27,960,022		2.61%		65.7%	98.2%	
<b>Floating Rate Notes</b>	Balance Invested \$	Lodgement Date	Interest Rate%	Maturity Date	% of Portfolio	% of Category	
Commonwealth Bank	500,000	1/08/15	2.74%	1/08/18	1.2%	1.8%	A-1+
<i>Sub Total Floating Rate Notes</i>	500,000		2.74%		1.2%	1.8%	
<b>Total TD's/CB's &amp; Floating Rate Notes</b>	<b>28,460,022</b>		<b>2.62%</b>		<b>1.2%</b>	<b>100.0%</b>	
<b>Total Cash &amp; Investments</b>	<b>42,551,613</b>				100.0%		

It is hereby certified that the above investments have been made in accordance with Section 625 of the Local Government Act 1993 and the regulations thereunder, and in accordance with the Snowy Valleys Council Investment Policy.

Council's investments and cash on hand were invested with the following institutions:



Council's cash and investments decreased by \$2m from the previous month. Significant income received during the month included the following:

- Rates/Water/debtor payments                      \$191.1k
- Sale of Real Estate Land                                \$ 42.5k

The fourth rates instalment is due of the 31 May 2018.

Significant expenditure in addition to salaries and wages included funds expended on:

- Sealing Contracts                                        \$302.1k
- Clarks Hill Construction                                \$274.8k
- Software implementation                                \$274.1k
- Emergency Services Levy                                \$113.6k
- Caravan park – Unit Construction                        \$ 82.8k
- NDRRA    \$ 82.6k

A new Term Deposit was lodged locally via Westpac Tumut for \$2.5m (matured from Suncorp) for a term of three months at 2.8%.

#### Options

Nil

#### Budget Implications:

Nil

Policy, Legal/Statutory Implications:

The information provided complies with Council's Investment Policy and Section 625 of the Local Government Act 1993.

Risk Management - Business Risk:

Nil

Risk Management - WHS and Public Risk:

Nil

Council Seal:

No

Attachments

Nil

**10. MANAGEMENT REPORTS**

10.1 DONATION REQUEST - COOLING DOWN PERIOD PROGRAM - BOYS CLUB HALL

Author: GLEN MCGRATH

Responsible Manager: MATT CHRISTENSEN

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Purpose of Report:

Snowy Valleys Council has received a request from the PCYC for the waiving of fees associated with the hiring of the Tumut Citizen Boys Club for the Cooling Down Program

Recommendation:

**Council provide a donation of \$510 to the PCYC towards the hire of the Tumut Citizen Boys Club for the Cooling Down Program from the s356 discretionary gifts & benefits budget.**

Report:

Council has received a request as part of the NSW Police Force for the use of the Tumut Citizen Boys Club for running of the Cooling Down Program.

This program is for the education of young members of the community that are at risk of re-offending. The below program is a draft outline of the timing and involvement of the various government agencies and timing of the program.

**15.05.2018**

Open of Program and Cost to the community  
NSW Police and Health

**22.05.2018**

AOD focusing on Alcohol and Cannabis  
Riverina Medical and Dental (AMS)

**29.05.2018**

AOD focusing on ICE and Other drugs  
Riverina Medical and Dental (AMS)

**05.06.2018**

Cultural Presentations  
Attending Riverina Murray Aboriginal Men's Yarn Up at Camp Hudson

**12.06.2018**

How youth are dealt with.  
NSW Police YLO and Juvenile Justice

**19.06.2018**

Victims of Crime and support services available to assist  
Housing NSW, NSW Police, Mission Australia and Health

**26.06.2018**

Traffic Offences and attending Crash Scenes  
Highway Patrol and NSW Ambulance

**03.07.2018**

Scenarios and demonstrations around crashes

Options

1. Council waive the fees for the program
2. Council not waive the fees

Budget Implications:

The hiring of the facility would only have an income of \$510 under normal hire agreements, excluding the refundable bond.

The s356 Gifts & Benefits budget currently has \$1,000 available for such requests.

Legal/Statutory Implications:

Nil

Risk Management - Business Risk:

Nil

Risk Management - WHS and Public Risk:

Nil

Council Seal:

No

Attachments

Nil

**10. MANAGEMENT REPORTS**

10.2 SWIMMING POOL CONSULTATION - LEVELS OF SERVICE

Author: MATT CHRISTENSEN

Responsible Manager: MATTHEW HYDE

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Purpose of Report:

Provide Council with a summary of public consultation of swimming pool levels of service.

**Recommendation:**

**That Council:**

1. Note the report **Swimming Pool Consultation – Levels of Service**
2. Advertise fees and charges for the 2018/19 financial year for swimming pools as:

<b>ITEM</b>	<b>FEE</b>
<b>General Access</b>	
<b>Adult</b>	<b>\$2</b>
<b>Concession</b>	<b>\$1</b>
<b>Child (under age of 18)</b>	<b>\$1</b>
<b>School (per child)</b>	<b>\$1</b>
<b>Babies (Under age of 3)</b>	<b>Free</b>
<b>Spectator</b>	<b>Free</b>
<b>Season Ticket</b>	
<b>Adult (Tumut/Adelong)</b>	<b>\$120</b>
<b>Adult (Batlow/Khancoban/Tumbarumba)</b>	<b>\$90</b>
<b>Concession</b>	<b>\$60</b>
<b>Child (under age of 18)</b>	<b>\$60</b>
<b>Swim Lessons</b>	
<b>Group Lesson – Child</b>	<b>\$10</b>
<b>Private Lesson - Adult</b>	<b>\$27</b>
<b>Swipe Card</b>	
<b>Issued with Season Ticket</b>	<b>Free</b>
<b>Replacement Card</b>	<b>\$25</b>
<b>Use of Inflatable Play Facility per hour</b>	<b>\$115</b>
<b>Lane Hire Fee (limit of 3, per hour per lane)</b>	<b>\$27</b>

3. Endorse a three year program for pool improvement as:

<b>ITEM</b>	<b>YEAR</b>	<b>AMOUNT</b>
<b>Pool Covers – Khancoban, Batlow, Tumbarumba</b>	<b>2018/19</b>	<b>\$ 30,000</b>
<b>Universal Access Hoist – Adelong</b>	<b>2018/19</b>	<b>\$ 15,000</b>
<b>Contingency Reserve – Batlow Pool Season Extension</b>	<b>2018/19 onwards</b>	<b>\$ 6,000</b>
<b>Heating Options Analysis – Batlow, Khancoban, Tumbarumba</b>	<b>2018/19</b>	<b>\$15,000</b>



<b>BBQ &amp; Shelter – Tumbarumba</b>	<b>2018/19</b>	<b>\$ 30,000</b>
<b>BBQ &amp; Shelter – Batlow</b>	<b>2019/20</b>	<b>\$ 30,000</b>
<b>Tumut Pool – Shade Structures</b>	<b>2019/20</b>	<b>\$ 25,000</b>
<b>Install Swipe Card System – Khancoban and Tumbarumba</b>	<b>2020/21</b>	<b>\$ 72,000</b>
<b>Fencing – All Facilities</b>	<b>2021/22</b>	<b>\$ 200,000</b>

**4. Develop project plans with the purpose of seeking Government Grants towards entry and amenities upgrades at Batlow and Khancoban Pools**

Report:

At its Extraordinary Meeting dated 25 January 2018, Council resolved:

**M009/18 RESOLVED:** That Council:

1. Receives the RMP & Associates report; RMP & Associates Feasibility Study for Snowy Valleys Council (revised December 2017).
2. Advertise the RMP & Associates Feasibility Study for Snowy Valleys Council seeking public comment for a period of 28 Days.
3. Advertise and seek comment on the Facility and Design Group Architects Concept Plan of the Tumut Aquatic Centre for a period of 28 Days.
4. Following conclusion of the 28 Day public comment period, a report be brought back to Council detailing the public comment received.
5. Engage a suitably experienced consultancy firm to provide a feasibility study into the development of a Multipurpose facility in Tumut, including development of a scope of works and conceptual plans for public consultation; and
6. Engage a suitably experienced consultancy firm to provide a feasibility study into the development of a Hydro Therapy Pool facility in Tumut, including development of a scope of works and conceptual plans for public consultation.

**Cr J Larter/Cr M Isselmann**

Council commence public consultation of the feasibility study from RMP & Associates, as well as the Tumut Aquatic Centre masterplan on 8 February 2018, with closing date of consultation 28 March 2018. This consultation included eight face to face consultation with pool users, a website survey as well as asking for written submissions.

As a summary of feedback received for the consultation of levels of service:

- Approximately 130 people attended face to face consultation opportunities
- 192 online surveys completed

Some respondents of the online survey also attended face to face consultations, and therefore some duplication should be expected.

## Background

Several factors had brought about a need to undertake community consultation, including but not limited to, free pool entry trial, proposed enclosed and heated pool at Tumut, differing operational structures of pools across the local government area and a lack of information to make informed decisions relating to future pool upgrades.

Whilst the RMP & Associates report concentrated on the consideration of an enclosed heated pool complex at Tumut or Adelong, the consultant's report also touched on levels of service to ensure that pools were of a level which would encourage usage whether or not they were enclosed and heated.

The consultation was designed primarily to ascertain the following:

1. If the pool was warmer throughout the pool season, would the pool be more frequently used?
2. Would pool users like to see a variation in the pool season length and pool opening hours?
3. Are the pool services adequate for the community's needs?
4. What capital upgrades to the pools would respondents like to see at their pool?
5. Would you like to see the free pool entry continued for future seasons?

## Adelong Pool

Pool Operations – 2017/18

Season – Swipe Card Access

Season Open	21 October
Season Close	1 April
Days Open	160

Season – Public Access

Season Open	28 October
Season Close	18 March
Days Open	139

Attendance

Total	14,060
Adult	6,008
Child	6,710
School (Lessons/Carnival)	1,342

Financials

Budget	\$ 249,660
Revenue	\$ 11,739
Expenditure	\$ 191,795
Cost per Attendance	\$ 13.64

## Analysis of Community Feedback

The online survey created sought to capture some demographic information for pool usage. These statistics are attached to this report for reference.

### General Feedback

The residents of Adelong are quite proud of their pool and it is considered as a meeting place for the community. Respondents indicated that the facility was utilised by many persons out of town including Tumut, as well as Gundagai and as far as Wagga Wagga. There is a high level of disappointment with the pools construction not being financially simple to enclose and heat, and frustration that the deep end of the pool is too shallow to allow diving off the diving blocks.

### Water Temperature

Feedback with regards to the pool temperature is that the respondents feel reaching a warmer temperature of 26°C would be beneficial to pool usage. Whilst most felt as though the pool temperature as it stands is quite good, the level of comfort could be improved and would entice more usage from those currently using the facility.

### Pool Season Length

Respondents indicated they would like to see an extension of the pool season if the pool temperature was warmer, as currently an earlier start or later finish to the season would see the water temperatures not tolerable. These comments came from lap swimmers and swimming club members more so than general recreation swimmers. The season length was noted to cause issue with representative swimming.

### Opening Hours

Responses received with regards to opening hours indicated that extending opening hours in the evening would allow greater use, and opening later on Friday and Saturday nights would allow a greater social aspect to the pool. It can be considered, similarly this would be dependent on achieving a comfortable pool temperature the majority of the time. Little feedback was received to open the pools earlier in the morning.

The issue of swipe cards was raised by pool users, particularly those parents of children whom could not gain access to the pool to take advantage of the swipe cards. Tumut Swim Club gains access for Juniors to the pool under a swipe card, given the coaches are bronze medallion and accredited in first aid. This is not the case in Adelong, which prevents the junior swimmers of Adelong from accessing the pool out of public hours.

### Pool Services

The current services provided were considered good, with learn to swim and Wets Aqua being well patronised and liked. There was a suggestion that Council should enable the pool to be used for movies by moonlight in the pool and encourage a more social aspect to pool use.

### Suggested Capital Works

A very clear message from the consultation was that the current pool did not have sufficient shade around it. The three indicated priority areas were the construction of a grandstand on the eastern side, general shade and seating around the barbeque area and shade over the intermediate pool. Dissatisfaction with the depth of the pool was noted quite frequently, but was appreciated that to address the issue would be expensive, and other items were of a higher priority.

Gadara School currently utilise the Adelong Pool for their students, and provided feedback with regards to universal access. It was noted during this conversation that whilst the pool has a ramp for access, this does not assist with all needs access, and a hoist to allow lowering into the pool would suit better. This comment was also reflected in other comments received.

### Actions

In considering the feedback from the community, the priority actions are:

1. Construct grandstand and shading on the eastern side of the pool – seek grant funding to deliver – total cost - \$ 60,000
2. Pool Cover with high quality insulation properties - \$ 11,250
3. Installation of universal access hoist - \$ 15,000
4. Installation of Gas Boiler to heat to consistent 26oC following consideration of temperatures achieved with insulating pool cover - \$140,000

### Possible Further Actions

1. Offer later closing times of 8pm on Fridays, during school holidays on a trial basis - \$ 2,000
2. Once heating has been completed, consider modifying season extension by a total of 30 days on trial basis - \$ 7,000
3. Seal gravel section of disabled carparking spaces - \$ 4,000
4. Further shade structure with seating and tables - \$ 25,000

### Lower Priorities

1. Deepening of the pool to allow for diving – on the basis of costs and priorities
2. Hydrotherapy pool – on the basis of costs and lack of expected use
3. PA System – Perceived low priority and a positive project for community funding

## Batlow

### Pool Operations – 2017/18

#### Season – Swipe Card Access

Season Open	4 November
Season Close	4 March
Days Open	117

#### Season – Public Access

Season Open	4 November
Season Close	4 March
Days Open	117

#### Attendance

Total	9,038
Adult	3,159
Child	5,338
School (Lessons/Carnival)	541

#### Financials

Budget	\$ 111,228
Revenue	\$ 2,269
Expenditure	\$ 138,143
Cost per Attendance	\$ 15.28

### General Feedback

Consultation revealed that users of the Batlow pool felt the facility was tired and needed a refurbishment. A high proportion of respondents felt that the amenities building was dated, and the change rooms were of a low standard. Further comments received indicated that the pool itself was not modern, as it has a side step surround and no ramp entry.

### Water Temperature

Majority of respondents indicated that Council should invest in making the water temperature warmer during the pool season. Only a small number indicated they would use the pool more if it was heated and majority of respondents indicated that the pool was a satisfactory temperature currently. This may be due to the warm weather that was being experienced during the survey reflecting responses.

### Pool Season Length

Council has in the past been criticised for the short length of season for Batlow pool. Comments received during consultation were that respondents would like to see the pool season be extended through March. It is suggested this is reasonable, and future consideration be given to allowing contingency in the operating budget to extend the season at the Batlow pool should climatic conditions be favourable.

### Opening Hours

Limited comments were received with regards to opening hours. It was suggested in the consultation that the pool be opened earlier on weekends. The opening hours are the same as Khancoban and Tumbarumba and are reflective of typically cooler water temperatures overnight. It is possible with the introduction of high quality insulative covers over the pool that the water temperatures may be more temperate to facilitate an earlier opening of the pool on weekends.

### Pool Services

Limited comments were received with regards to services provided at the pool. Comments focused on the quality of food available at the canteen. One comment has been received with regards to offering physio and aqua aerobics as well as learn to swim classes for over 55 year olds. These services are subject to interest of participation and Council can seek expressions of interest prior to the start of the season.

### Suggested Capital Works

The most commented aspect with regards to the Batlow Pool received was with regards to the entry and amenities building. Comments received centred around the comfort of using the change room facilities, the tired nature of the entry and suggested improvement to the canteen.

Further suggestions made were with regard to the pool itself, suggesting a wet deck be construction around the pool to meet current standards. This would be a significant project, and is not a matter of retrofitting to the existing project. A similar redevelopment of the pool, similar to that of Khancoban would be required to facilitate such works.

### Actions

In considering the feedback from the community, the priority actions are:

1. Create contingency within operational budget for Batlow Pool to extend season through to end of March, should climatic conditions be favourable – cost \$ 6,000
2. Pool Cover with high quality insulation properties - \$ 11,250
3. Upgrade and refurbishment of entry and amenities plan - \$ 400,000

#### Possible Further Actions

1. Monitor water temperatures within pool once high quality insulative cover used with a mind to offering earlier opening of pool in weekends and school holidays
2. Investigation of heating options including increasing the number of solar collectors or booster options – \$ 5,000
3. Replacement of barbeque and shelter \$ 30,000

#### Lower Priorities

1. Redevelopment of pool structures to wet decks with splash pads – on the basis of low patronage and remaining life of infrastructure

### Khancoban

#### Pool Operations – 2017/18

Season – Swipe Card Access - Nil

#### Season – Public Access

Season Open	15 December
Season Close	18 March
Days Open	90

#### Attendance

Total	3,550
Adult	1,578
Child	1,972
School (Lessons/Carnival)	-

#### Financials

Budget	\$ 67,470
Revenue	\$ -
Expenditure	\$ 57,132
Cost per Attendance	\$ 16.09

#### General Feedback

Khancoban pool users are very proud of their facility given the new refurbishment of the pool structure. Comments received focused on amenity of the pool and maximising use of the facility.

#### Water Temperature

Majority of respondents for Khancoban indicated that heating would be of benefit, but mixed results to what level of heating were received from these. The temperature of the pool does vary greatly with the climatic conditions of the time and providing a guaranteed temperature received a mix result in the survey. It could be considered that respondents largely thought that pool heating was a nice to have rather than a high priority.

### Pool Season Length

Indications from the public consultation are that Khancoban residents would like an extended pool season. Currently the pool season operates on a “wait and see approach” where judgement to open and close of the season is made on climatic conditions and water temperature. Should the pool be heated, this would allow for a larger window for opening and closing the season generally. Until this is undertaken, it is suggested that a swipe card system be introduced to allow for earlier and later access by lap swimmers whom are able to tolerate colder water conditions.

### Opening Hours

Some comment received regarding opening hours supported both an earlier and later closing times. These comments were mainly made with regards to adult swimming, lending itself to a swipe card entry as the possible solution to the request.

### Pool Services

Consistent leaf litter was one issue raised in the community feedback, in that the nearby Elm trees cause leaves to drop into the pool. This could be addressed through more regular cleaning of the pool and trimming of branches of the trees where appropriate. Furthermore, it was asked of Council to encourage more learn to swim at the pool through AustSwim classes.

### Suggested Capital Works

A quick win issue to address is the installation of back stroke flags at the pool which was raised during consultation. This can be completed in time for the new pool season and is not expected to cost more the \$500.

Shade was also noted by Khancoban pool users as a need at the pool. A combination of shade for sitting and a structure over a section of the pool for shaded play was considered as highly needed.

### Actions

In considering the feedback from the community, the priority actions are:

1. Installation of swipe card system for Khancoban pool - \$ 36,000 – ongoing
2. Install back stroke flags over pool - \$ 500
3. Purchase of new pool cover for Khancoban Pool - \$ 9,000
4. Investigate tree trimming to reduce leaf litter in pool - \$2,000 if required

### Possible Further Actions

1. Monitor water temperatures within pool once high quality insulative cover used with a mind to offering earlier opening of pool in weekends and school holidays
2. Investigation of heating options including increasing the number of solar collectors or booster options – \$ 5,000
3. Installation of shade sails and structures at pool - \$ 30,000
4. Installation of starting blocks - \$ 5,000

### Lower Priorities

Refurbishment of pool entry and amenities building with a mind to modernisation.

## Tumbarumba

### Pool Operations – 2017/18

#### Season – Swipe Card Access - Nil

#### Season – Public Access

Season Open	13 November
Season Close	18 March
Days Open	123

#### Attendance

Total	-
Adult	-
Child	5,918
School (Lessons/Carnival)	-

#### Financials

Budget	\$ 62,640
Revenue	\$ -
Expenditure	\$ 80,628
Cost per Attendance	\$ 13.62

#### General Feedback

Feedback at the Tumbarumba community meeting provided a sense that users thought the pool would be more utilised if the pool was developed to be more family friendly. It was noted a number of safety issues with the current pool and swimming with toddlers at the facility was not possible.

#### Water Temperature

Majority of respondents indicated they thought the current pool temperature was satisfactory, however voted that Council should look at investing money into maintaining a general recreation use temperature for the season. This is explained by comments received that the temperature of the pool was highly variable during the season, and a suggestion that additional heating would enhance use both quality and frequency of patrons.

#### Pool Season Length

Respondents indicated they would like to see the length of the pool season extending to facilitate an earlier start. The majority of these respondents indicated that the pool would need to be warmer to facilitate an earlier season.

Currently the pool season operates on a “wait and see approach” where judgement to open and close of the season is made on climatic conditions and water temperature. Should the pool be heated, this would allow for a larger window for opening and closing the season generally. Until this is undertaken, it is suggested that a swipe card system be introduced to allow for earlier and later access by lap swimmers whom are able to tolerate colder water conditions.

#### Opening Hours

Very little comments were received with regards to extending pool hours, however some comment were received to install similar swipe card system to other pools. This would allow for later attendance following swimming club, and reduce the conflicts of use during the peak afternoon hours.



### Pool Services

No comments were received with regards to services currently provided by the pool. Currently third parties offer learn to swim classes at the pool. An expression of interest for additional classes such as Aqua Aerobics and other classes may be beneficial prior to the next season to gauge more interest.

### Suggested Capital Works

The highest priority brought forward in the consultation process was the need for an intermediate pool. A number of factors brought this opinion forward, primarily the safety issues of toddlers and novice swimmers using the current deep pool, the lack of a universal access ramp, and the overcrowding of the pool (especially during the times of swimming training). Something similar to Adelong was thought to be a good model.

Additional issues raised were the quality of the change rooms and amenity. It is suggested that consideration of a new intermediate pool be coupled with redevelopment of the current amenities building to suit the overall layout of the new pool, which may also assist in addressing the raised carparking issues fronting the pool.

### Actions

In considering the feedback from the community, the priority actions are:

1. Installation of swipe card system for Tumbarumba pool - \$ 36,000 – ongoing
2. Purchase of new pool cover for Tumbarumba Pool - \$ 9,000
3. New Barbeque area and shelter - \$30,000

### Possible Further Actions

1. Monitor water temperatures within pool once high quality insulative cover used with a mind to offering earlier opening of pool in weekends and school holidays
2. Investigation of heating options including increasing the number of solar collectors or booster options – \$ 5,000
3. Construction of new intermediate pool and entry/amenities building - \$ 925,000

## Tumut Pool

### Pool Operations – 2017/18

#### Season – Swipe Card Access

Season Open	21 October
Season Close	1 April
Days Open	160

#### Season – Public Access

Season Open	28 October
Season Close	18 March
Days Open	139

#### Attendance

Total	31,393
Adult	11,894
Child	15,913
School (Lessons/Carnival)	3,586

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 Financials

Budget	\$ 377,443
Revenue	\$ 24,483
Expenditure	\$ 353,145
Cost per Attendance	\$ 11.25

Analysis of Community Feedback

The online survey created sought to capture some demographic information for pool usage. These statistics are attached to this report for reference.

## General Feedback

Greatest number of comments received were with regards to the development of Tumut Pool Masterplan and the perceived need for an enclosed and heated pool at Tumut. Comments received from pool users were that the location of the current pool had great linkages to the surrounds and parkland, and the pool has a nice amenity to it.

## Water Temperature

Feedback mostly focused on the construction of a year round facility rather than the existing pool by comments. The survey provided much better information with regard the level of satisfaction of the current pool temperature. Just over 50% claimed that the water temperature as it was is satisfactory, however over three quarters indicated that Council should invest to make the existing pool warmer, and these people would use the pool more frequently if the pool temperature was a more reliable heat.

Regardless of the development of a year round facility, the improvement of water temperature to a more reliable level would provide a higher level of service to patrons and should be considered by Council from this feedback.

## Pool Season Length

Respondents indicated they would like to see an extended season, however comments did focus on a year round facility, which may skew the feedback somewhat. Just under 80% of respondents noted they would use the pool for an extension of the season if available, over which half of these indicated only if the pool temperature was a guaranteed 23oC during this time.

Comments made during the consultation raised issues representatives needing to train for carnivals that are held as late as April/May, and many young competitors losing condition over the long period between seasons. A large proportion of use of the Tumut pool is lap and swimming club use, which reflects the respondents want to extend the season.

## Opening Hours

Respondents indicated they would like to see the pool open for all users from 6am in the morning to allow for Juniors to train before needing to get ready for school.

The issue of swipe cards was raised by pool users, particularly those parents of children whom could not gain access to the pool to take advantage of the swipe cards. Tumut Swim Club gains access for Juniors to the pool under a swipe card, given the coaches are bronze medallion and accredited in first aid. This is not the case in Adelong, which prevents the junior swimmers of Adelong from accessing the pool out of public hours.

## Pool Services

Generally comments received praised the quality of the management of the pool and the high level water quality of the pool during the season. Some comments indicated a want for more Aqua Aerobics and Learn to Swim classes which could be assessed through an expression of interest phase prior to the next season.

One consistent comment throughout the consultation with services was with regard to learn to swim classes and the pool temperature being too cold for little children. Any increase in learn to swim will need to consider the practicality of swimming in colder water if the water temperature is not increased.

## Suggested Capital Works

In removing consideration of the new entry/amenities building (budgeted for construction in coming year) and the new enclosed 25m pool up for consideration, further suggested works included the heating of the large pool to facilitate an improved temperature during the general pool season, and introduction of a splash park.

## Actions

In considering the feedback from the community, the priority actions are:

1. Pool Cover with high quality insulation properties - \$ 20,000
2. Installation of Gas Boiler to heat to consistent 26oC following consideration of temperatures achieved with insulating pool cover - \$140,000

## Possible Further Actions

1. Earlier supervised opening hours from 6am on weekdays - \$ 4,000
2. Once heating has been completed, consider modifying season extension by a total of 30 days on trial basis - \$ 7,000
3. Further shade structure with seating and tables - \$ 25,000

## Aesthetics of Current Pools

One point of interest for all pools, excluding Adelong, was the outward appearance of the pools upon arrival. The four pools have aging fencing which has begun to rust and portrays aging and old infrastructure regardless of the quality of the pool (such as Khancoban). It is suggested to amend this issue that funding be brought forward to replace the current fencing with new modern powder coated fencing (similar to that of Adelong) around all pool facilities. An estimate of costs for this work is approximately \$ 200,000.

## Fee Entry in Pools

Respondents for the most part enjoyed the free entry into pools and appreciated the trial period. Negative comments were received from pool users with regards to the anti-social element which had become prevalent during the trial period. Instances of fighting, abuse and the pools being perceived as being a baby sitting service were raised during the consultation.

Respondents felt as though paying for pool entry was reasonable, as long as value for money was thought to be achieved. The message received was one that if Council was willing to invest in levels of service improvements, the pool users would be willing to pay for entry into the pools.

It is clear from the respondents however, that the comments received regarding free pool entry were the ones that used the pools more frequently than those whom supported the continuance of the program.

Attendance at all pools has increased over the 2017/18 season with the trial of free pool entry, as shown in the following table:

Pool	2016/17 Attendance	2017/18 Attendance	Increase
Adelong	14,935	14,060	-(6%)
Batlow	6,512	9,038	39%
Khancoban	1,492 (est)	3,550	138%
Tumbarumba	3,730 (est)	5,918	58%
Tumut	25,512	31,393	23%

From a financial point of view the best indicator of performance of the pool is the cost per attendance figure, which considers the cost of running the facility minus the revenue raised, and then divided by the number of persons attending the pool for the season.

Pool	Expenditure (\$)	Revenue (\$)	Attendance (2017/18)	Cost per Attendance (\$)
Adelong	191,795	11,739	14,060	13.64
Batlow	138,143	2,269	9,038	15.28
Khancoban	57,132	-	3,550	16.09
Tumbarumba	80,628	-	5,918	13.62
Tumut	353,145	24,483	31,393	11.25

Operational expenditure, which does not include depreciation or capital costs, is unlikely to change due to the current levels of service and suggested increases to service as per this report. The attendance figures may increase with a level of service, however, on any given year, climatic conditions may cause a sharp reduction. It may also be that the increase in patronage is due to the “novelty” of free pool entry, which may diminish over time as the community gains accustomed to the pools being subject to no entry fee.

An appropriate compromise may be to consider a fee structure which provides heavy discounts for those regular users, and encourages infrequent users to commit to attending the pool more regularly. A suggested fee structure would be as follows:

Item	Fee
General Access	
Adult	\$2
Concession	\$1
Child (under age of 18)	\$1
School (per child)	\$1
Babies (Under age of 3)	Free
Spectator	Free
Season Ticket	
Adult (Tumut/Adelong)	\$120
Adult (Batlow/Khancoban/Tumbarumba)	\$90
Concession	\$60

Item	Fee
Child (under age of 18)	\$60
Swim Lessons	
Group Lesson – Child	\$10
Private Lesson - Adult	\$27
Swipe Card	
Issued with Season Ticket	Free
Replacement Card	\$25
Use of Inflatable Play Facility per hour	\$115
Lane Hire Fee (limit of 3, per hour per lane)	\$27

Such a fee structure would yield approximately \$80,000 per annum towards pool operations, and will offset some of the costs of increasing levels of service to the pools. The admission fees are heavily discounted and it is not expected that these fees will deter patronage generally.

### Pool Management

Currently the pool facilities are managed by Council, with staff operating the facilities within the Assets and Infrastructure Directorate. The Pool Manager has recently accepted a two year contract with Council taking the contract through to the end of the 2019/20 pool season.

By this time, it is expected that Council will have settled into it's level of service for all pools and a decision will need to be made as to the next course of action with regards to pool management. It is an option for Council to consider contracting the running of the pools to an external party for a set fee, which has its positive and negative aspects.

Common feedback received throughout the consultation process was the positive praise towards the current management and staff at the pools, which is both of benefit to Council from an operational and customer service point of view.

### Options

Council may elect to vary the recommendations.

### Budget Implications:

Available budget for delivery of recommended actions is subject to decision to modify fees for entry for the 2018/19 pool season and for further season. The following projects are proposed to be delivered per year:

Item	Year	Amount
Pool Covers – Khancoban, Batlow, Tumbarumba	2018/19	\$ 30,000
Universal Access Hoist – Adelong	2018/19	\$ 15,000
Contingency Reserve – Batlow Pool Season Extension	2018/19 onwards	\$ 6,000

Item	Year	Amount
Heating Options Analysis – Batlow, Khancoban, Tumbarumba	2018/19	\$15,000
BBQ & Shelter – Tumbarumba	2018/19	\$ 30,000
BBQ & Shelter – Batlow	2019/20	\$ 30,000
Tumut Pool – Shade Structures	2019/20	\$ 25,000
Install Swipe Card System – Khancoban and Tumbarumba	2020/21	\$ 72,000
Fencing – All Facilities	2021/22	\$ 200,000

Council is currently seeking funding from state and federal government funding schemes for the following projects (in anticipation of this report):

- Tumbarumba Swimming Pool – Intermediate Pool
- Tumut Swimming Pool – Heating of Pool
- Adelong Swimming Pool – Heating of Pool

It is suggested that further funding be sought for the development of the Batlow and Khancoban amenities building from State and Federal Government funding sources.

Legal/Statutory Implications:

Nil

Risk Management - Business Risk:

Council must balance the community need with ongoing sustainability of operations to deliver pool services to the community. Consideration of whole of life costs should be given prior to commitment of capital infrastructure spending.

Risk Management - WHS and Public Risk:

Nil with recommendation

Council Seal:

Not required

Attachments

- 1 Adelong Community - Swimming Pool Community Consultation [↓](#)
- 2 Adelong Swimming Club - Swimming Pool Community Consultation [↓](#)
- 3 Gadara - Swimming Pool Community Consultation [↓](#)
- 4 Khancoban Community Consultation [↓](#)
- 5 Community Consultation Have Your Say Pools Consultation [↓](#)



## SWIMMING POOL COMMUNITY CONSULTATION

<b>Date:</b> 18 February 2018	<b>Time:</b> 4:30pm
<b>Group:</b> Adelong Community	<b>Location:</b> Adelong Swimming Pool
<ul style="list-style-type: none"> <li>• Should heat and enclose Adelong Swimming Pool.</li> <li>• Willing to look at pay entry.</li> <li>• 8-9 opening until 1.</li> <li>• Preference to entry at Adelong all year around. This is hot theme.</li> <li>• Late opening on Friday and Saturday's.</li> <li>• Open on public holidays.</li> <li>• More shade and seats.</li> <li>• Seems quiet on Monday.</li> <li>• Shade over the pool – Cancer Council do an audit.</li> <li>• Raising the depth of the pool.</li> <li>• Adelong gets a lot of use from others.</li> <li>• Gas boilers.</li> <li>• More healthy options at canteen.</li> <li>• Flexibility of swimming pools.</li> <li>• People would see an extension as good value.</li> <li>• Get decent overnight covers.</li> <li>• Misting in covered areas.</li> <li>• 1. Grandstand</li> <li style="padding-left: 20px;">2. General shade and seating</li> <li style="padding-left: 20px;">3. Shade over the pool</li> <li>• Pool to shallow.</li> <li>• 30-40 kids at a time. Look at not charging supervision on club nights.</li> <li>• 24h swipe card gym.</li> </ul>	
<b>Matthew Christensen</b>	



## SWIMMING POOL COMMUNITY CONSULTATION

<b>Date:</b> 21 February 2018		<b>Time:</b> 5:30pm	
<b>Group:</b>	Adelong Swimming Club	<b>Location</b>	Adelong Swimming Pool
<ul style="list-style-type: none"> <li>• Why is the pool too shallow?</li> <li>• Would use the pool more often if it was warmer</li> <li>• More shade is required:               <ul style="list-style-type: none"> <li>Grandstand</li> <li>North area</li> <li>Tables</li> </ul> </li> <li>• Kids Playground</li> <li>• Would use an extension</li> <li>• Kids would likely use pool more often in heated</li> <li>• Heated all year round would be ideal</li> <li>• Restrictive season hampers representative purposes</li> <li>• Swipe card access for children</li> <li>• Swimming with a swim card</li> <li>• Kids using the pools unsupervised</li> <li>• Swimming club only diving on look at deepening</li> <li>• Hoist to access for disabled access</li> <li>• Disabled toilet very slippery, water goes everywhere</li> <li>• Disabled shower nose too high, needs to be lower</li> <li>• Gravel carpark not good for disabled access</li> <li>• Sealing of the carpark</li> <li>• Own store room for equipment</li> <li>• Pool covers – needed to hold the heat</li> <li>• Closed pool sessions for adult learn to swim</li> <li>• Hydrotherapy pool – Leeton example</li> <li>• Free entry:               <ul style="list-style-type: none"> <li>50% of normal costs</li> <li>Unsavory individuals do not take pride in access</li> <li>Other parents are acting as a baby sitting service</li> <li>Frustration at swing the outcomes from free entry</li> <li>Subsidised fee structure</li> <li>Spectators not to pay</li> </ul> </li> <li>• More trees provide atmosphere</li> <li>• Grandstand would be nice with covering</li> <li>• Deeper depth to allow diving</li> <li>• Movies by Moonlight, enabled by Council</li> <li>• PA system</li> <li>• Adelong – only female sport is swimming</li> <li>• Enough capacity for current Swimming Club members</li> <li>• Later opening hours</li> <li>• Options for opening late on Fridays</li> </ul>			
<b>Matthew Christensen</b>			





## SWIMMING POOL COMMUNITY CONSULTATION

<b>Date:</b> 19 February 2018		<b>Time:</b> 5:00pm	
<b>Group:</b>	Gadara	<b>Location</b>	Tumut Room
<ul style="list-style-type: none"> <li>• Preferred option for entry.</li> <li>• Sling hoist for all access. Mechanical access.</li> <li>• Change rooms – proper full length change table 1.5 to 2m. Fold up off the wall.</li> <li>• Definite for hoist.</li> <li>• Sensory and physical benefits.</li> <li>• Currently going to Adelong, easier to get into.</li> <li>• 26°c would be a good temperature for use.</li> <li>• Splash pads areas.</li> <li>• Security issues.</li> <li>• Would like private sessions – one hour, once a week maybe.</li> <li>• 30 patrons at a time.</li> <li>• Double booking an issue.</li> <li>• Couldn't use existing pool at Tumut. To steep and too large to monitor kids.</li> <li>• Shade an issue at shallow end.</li> <li>• Would use an all year facility.</li> <li>• Parents love the pool and are willing to pay.</li> </ul>			
<b>Matthew Christensen</b>			

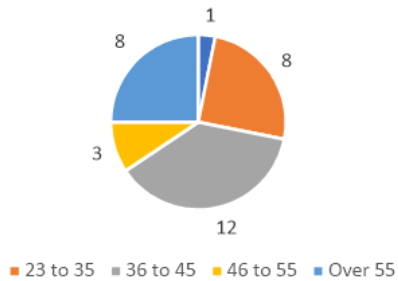


## SWIMMING POOL COMMUNITY CONSULTATION

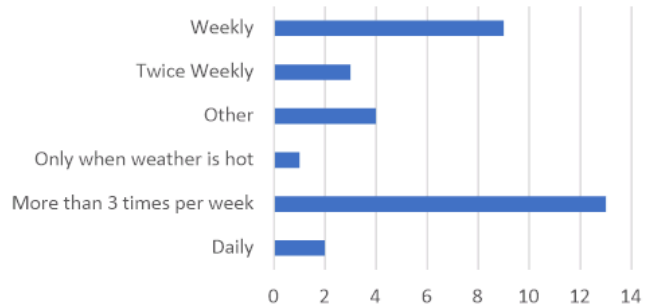
<b>Date:</b> 04 March 2018	<b>Time:</b> 1:30pm
<b>Group:</b> Khancoban Community	<b>Location:</b> Khancoban Swimming Pool
<ul style="list-style-type: none"> <li>• Austswim</li> <li>• Improve amenity needs a clean-up of surrounds</li> <li>• Not great for teaching beginners</li> <li>• Open early in the season as possible</li> <li>• Carnivals as early as February</li> <li>• Extend the swimming pool season for carnival training.</li> <li>• Not fussed with change for use or not</li> <li>• Earlier opening hours for lap swimming</li> <li>• Later opening for workers</li> <li>• Seeking for use without children in the pool</li> <li>• Oldies wanting to do exercises by themselves</li> <li>• Aim for 23 degrees for lap swimmers would allow for more training</li> <li>• Swim teaching – 18 children participation</li> <li>• Later opening required</li> <li>• There would be some usage if opened earlier</li> <li>• Swipe card entry would help early in the morning</li> <li>• Heat in pools would be great</li> <li>• Swipe card entry would help early in the morning</li> <li>• Heat in pools would be great</li> <li>• 25-26 degrees is a good temperature</li> <li>• Needs some more shade</li> <li>• Elm trees – dropping leaves is a persistent issue</li> <li>• Shade clothes - four corners approach</li> <li>• Need a paint, a bit tired – change rooms</li> <li>• BBQ area would be beneficial</li> <li>• Free pool entry here and there, not a great propriety</li> <li>• Flags for the pool (backstroke flags)</li> <li>• Why are there no starting blocks (backstroke issue)</li> <li>• Creepy crawly for cleaning out the pool</li> <li>• Use Mannus to trim up some trees</li> <li>• Garden bed area to be filled in</li> <li>• Use National Parks to advertise the pool in Khancoban</li> <li>• More events like inflatable and movie nights</li> </ul>	
<b>Matthew Christensen</b>	

## Adelong – Dip Your Toes In and Have Your Say

Adelong Response - By Age Group



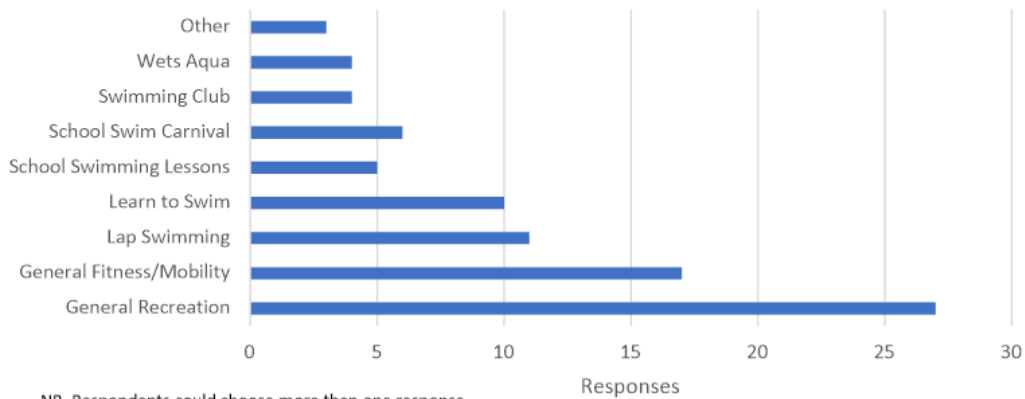
Frequency of Use



Time of Use	Responses
Early Morning 7am to 9am	2
Mid morning 9am – 11am	7
Lunch Time - 12pm - 2pm	3
Afternoon 3pm – 6.30pm	20

Length of Use	Responses
Less than 1 hour	5
1-2 hours	23
3-4 hours	4

Adelong - Use By Activity



### Water Temperature

Water temperature satisfactory	Responses	Increase Water Temperature	Use more if Temperature is 26oC
Satisfactory	24	Yes	26
Too Cold	8	No	6

Would you be willing to pay an entry fee if the pool was warmer (26°C)? – 74% Yes

**Comments Received – Adelong Users:**

More shade would be great on hot days.

an indoor heated pool

Pool heated so it can be used on cooler days for longer throughout the year

Indoor pool. We need it for rehab, active life, swim lessons, recreational activities etc

I think Adelong pool should have more shade - even better be enclosed....

Car park is very hot, no trees and spiky plants hurt kids. No shade on opposite side to amenities.

Increase the depth so that diving from the starting blocks is allowed.

The depth of the pool be increased so diving can be done. Maintain free entry to the pool.

There needs to be shade for parents to sit under when watching learn to swim lessons.

More sturdy seating arrangements under the shade structures

Later evening times for lap swimmers

Tumut pool needs significant upgrade, indoor & outdoor, heated, better facilities

Tumut pool really does need something for the little kids, like Adelong pool.

Indoor heated pool all year round.

Indoor heated pool all year round.

A few more chairs and tables

Open longer not just for laps and training. Open longer for rehab and general fitness

The materials used within the pool such as the tiles as there current ones are causing injuries

Longer hours - open until 8pm December and January.

Opening hours to be improved

"Opening later for swipe cards

"Heated and open all year round as was the initial intention when the pool was re built in Adelong

More tables and chairs under cover, shade, opening hours extended to later in the evening.

The council needs to hurry up and get a heated facility. As a mother of 3 kids I'm sick of driving to Wagga/ Junee to use a heated facility just to try and teach my kids how to swim. The season in this area is too short for kids who are learning.

I think the Adelong pool is wonderful. As new residents in the region, we love the local pool. The staff are excellent & I love that it's free!

It's a shame that the council clearly doesn't value their smaller communities. Adelong Pool should always have been made in to an indoor heated pool - it is no surprise that this didn't happen though as the council is only Tumut focussed.

Tumut pool is too cold. We live In Tumut but make the effort to travel to adelong. My kids don't enjoy swimming at Tumut and we often have to leave early because they don't want to swim.

At recent Adelong School carnival despite suppling ours and borrowed marquees limited shade relief on laned side and a parent suffered heat stroke. During lessons parents are required to sit on unshaded side. We sit under hand held umbrellas and afternoons unpleasantly hot. The BBQ is wonderful! :)

Waiving the pool entry fee for the 2017-2018 season was a brilliant initiative and encouraged my family and probably others to use the Adelong Pool more often. Please continue this undertaking.

The heating of the Adelong pool which was part of the planned building seems to have been stopped by the Mayor and staff of the Tumut Shire Council who were in power at that time. I believe that this matter should be handed on to an ombudsman to look into and resolve.

"Would be great if the pool depth/ side height could be raised by the 10cm so that at least diving could be done at Adelong. Might make up for the misinformation and waste of money that has befallen the Adelong pool project.

Stop wasting money on consultants (four so far, is three too many)."

It is well managed and tidy

Would be good if the pool was open for out of hours card holders until 730-8pm

In the climate we live we need a winter facility for our kids to still be active and swim. Heating at Adelong would be excellent to extend our swimming season. Our country kids need same opportunities and access Ideally a big full sporting facility which tumut currently lacks, like a Junee facility.

We really do need to look at an aquatic centre opened all year round

Adelong has best disabled changeroom and pool access.

Adelong has best disabled changeroom and pool access.

Open later in the evening even if it is only on the weekend. That way we can enjoy the bbq and pool facilities in the evening with our families.

"Received invitation to Adelong Have your say day, a day after the meeting.

Smoke free area outside toilets as the smoke enters the change rooms though the window."

Open all year round and heated in winter only. I would be happy to pay a fee.

Outdoor fitness equipment

We have a great facility. It would be fantastic if the pool was opened for a longer season

By spending the money on the Adelong pool to finish what was initially planned will have massive benefits for the town and community. Centralising all services and facilities to a main centre does not build stronger communities, the pool in Adelong will benefit businesses and strengthen the area.

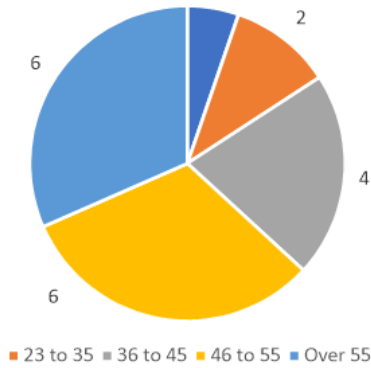
If the water was heated I would use the pool earlier in the day, however at present the water is only comfortable after 2pm in the afternoon, any earlier and the water is too cold. The

pool has very little shaded areas and its not satisfactory when you have small children to sit in the sun for long

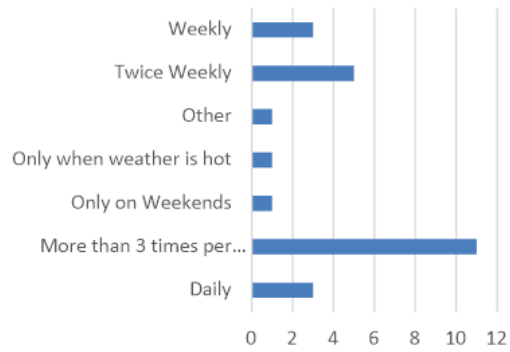
Had my grand children over Christmas for three weeks and we lived at the pool .thanks for making this free entry as we would never of been able to take them if we had to pay every time we went.

## Batlow – Dip Your Toes In and Have Your Say

Batlow Response - By Age Group



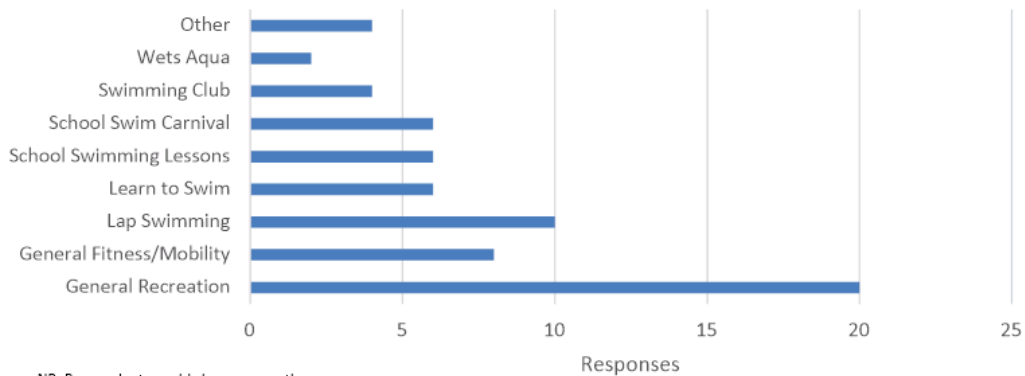
Frequency of Use



Time of Use	Responses
Early Morning 7am to 9am	4
Mid morning 9am – 11am	2
Lunch Time - 12pm - 2pm	3
Afternoon 3pm – 6.30pm	16

Length of Use	Responses
Less than 1 hour	14
1-2 hours	8
3-4 hours	3

Batlow - Use By Activity



### Water Temperature

Water temperature satisfactory	Responses
Satisfactory	19
Too Cold	6

	Increase Water Temperature	Use more if Temperature is 26oC
Yes	18	15
No	7	9

Would you be willing to pay an entry fee if the pool was warmer (26°C)? – 76% Yes

**Comments Received – Batlow Users:**

Better toddler access like ramps and landing.

The Batlow pool desperately needs new amenities and canteen facilities

"The slipperiness of the pool corrected.

Swipe Card entry for U18's when accompanied by an adult"

Water park for the young children

The pool sides, steps and blocks are very slippery since being painted and need to be redone nonslip

Splash pad for young kids

Wet deck, new starter blocks

More seating, updated blanket systems to maintain temperature, wet deck edging to pool perimeter,

Wheelchair access,

"Disability Access

Entrance to pool including change rooms etc

Lockers

Diving blocks

Free access "

"Bigger pool longer length

Better BBQ area"

"Play area for kids. Playground or splash park

Similar to Adelong setup"

"Canteen improvement

Edging around pool. Install a wet deck

Better paint surfacing

PA System "

"More tables and better BBQ facility

Canteen improvements"

Batlow pool is perfect.

"Canteen improvement

Edging around pool. Install a wet deck

Better paint surfacing

PA System "



cover pool

"Better opening hours. Weekdays open from perhaps 12 instead of later.

Open earlier on weekends

Batlow has the best pool. The grounds are always immaculate and the staff do a great job.

I'd like the new Adelong pool to be enclosed and heated for year round swimming and learning.

"The changes rooms smell, especially when wet. They get hosed out daily, so generally smell.

Extend season with weather predictions

The ability to extend when the pool is open, eg if its still above 30 degrees and there are still people wishing to use the facility keep it open an extra hour"

"Batlow swimming pool needs the services ( physio and Aqua aerobics, refresh learn to swim for 55 y/o and

over etc) and water fun features to attract and maintain the public attendances. "

Batlow needs to open longer in weeks as it is always hot when the season ends and for student carnival training as we have to travel to other pools to train.

Great pool, need leaks fixed, longer opening times

Proper blankets to baby and small pools to allow temperature maintenance

I would like to congratulate Snowy Valleys council on the improvements made to the pool over the past few years. I feel Batlow residents deserve equality in relation to other local pools eg early entry times, open longer in the season esp March, free entry for school students.

Better lollies in the canteen. More hot food.

Drinking fountains

"The hot days last all through March. We have the perfect pool. Allow us to utilize it during March.

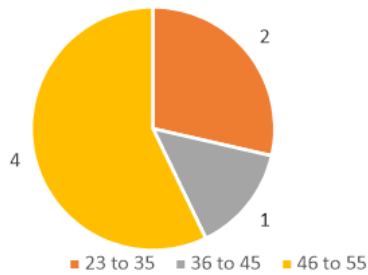
Even with the cool nights the water temperature is about 24 after midday. Even if you do not want to open it keep it clean so lap swimmers or adults can use it with swipe card entry. "

Drinking fountains

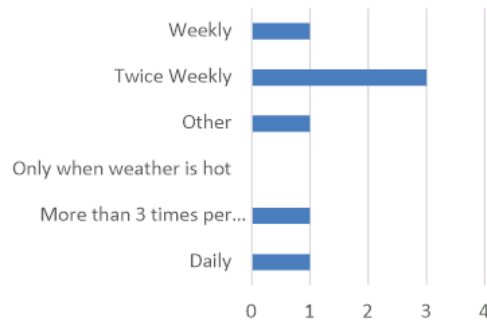
It is not open for very long

## Khancoban – Dip Your Toes In and Have Your Say

Khancoban Response - By Age Group



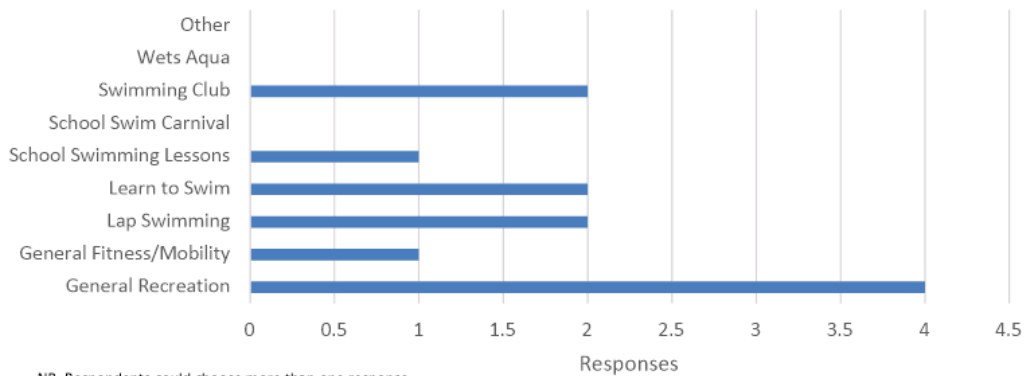
Frequency of Use



Time of Use	Responses
Early Morning 7am to 9am	0
Mid morning 9am – 11am	0
Lunch Time - 12pm - 2pm	0
Afternoon 3pm – 6.30pm	7

Length of Use	Responses
Less than 1 hour	1
1-2 hours	5
3-4 hours	1

Khancoban - Use By Activity



### Water Temperature

Water temperature satisfactory	Responses
Satisfactory	3
Too Cold	4

	Increase Water Temperature	Use more if Temperature is 26oC
Yes	5	4
No	2	3

Would you be willing to pay an entry fee if the pool was warmer (26°C)? – 100% Yes

**Comments Received – Khancoban Users:**

"Change/shower and toilet rooms upgraded from the 60's.

Both at the pool and shopping centre"

diving blocks with backstroke handle, flags across both ends, solar heating & blankets, lane ropes

Open earlier in the day.

Some of my responses are due to the fact that we only use the pool when here on holidays. I was delighted to find that the council had invested in a major pool upgrade. It has breathed new life into the local community and appeal of the town of Khancoban. Thank you!

With a lot of our kids making it to regional and state swimming events having extended season for them to train would be great. But also extended season means that we who use it for physical and rehab water exercise can keep it going longer and not have to stop as water therapy is much gentler than w

If season extended swimmers from Corryong could utilize facility for squad training, water aerobics and older persons water exercises.

Done a great job on the refurb

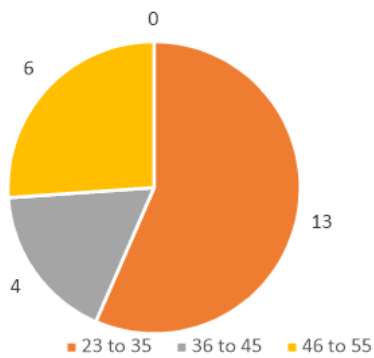
Heating the pool in the beginning and at the end of season would be great to extend the season. We drive out from Corryong at least 4 times a week for lap training. Do not heat pool during peak season, that's 1 main reason we do not use the Corryong pool as it's kept to warm especially when it's hot

"Closing times of 6pm is way too early. Most people don't go to the pool between 12pm -3pm, unless you like to get a sun burn. It is too hot.

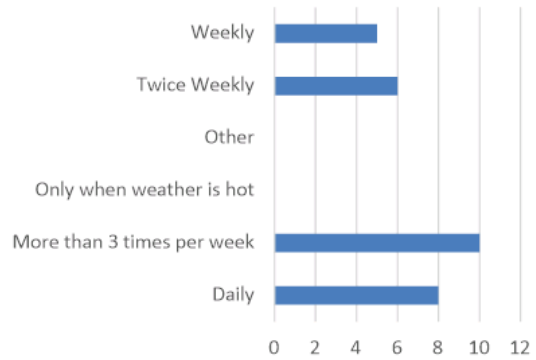
By the time you finish work there isn't much time left to take the kids to the pool. Need to evaluate opening and closing hours!"

## Tumbarumba – Dip Your Toes In and Have Your Say

Tumbarumba Response - By Age Group



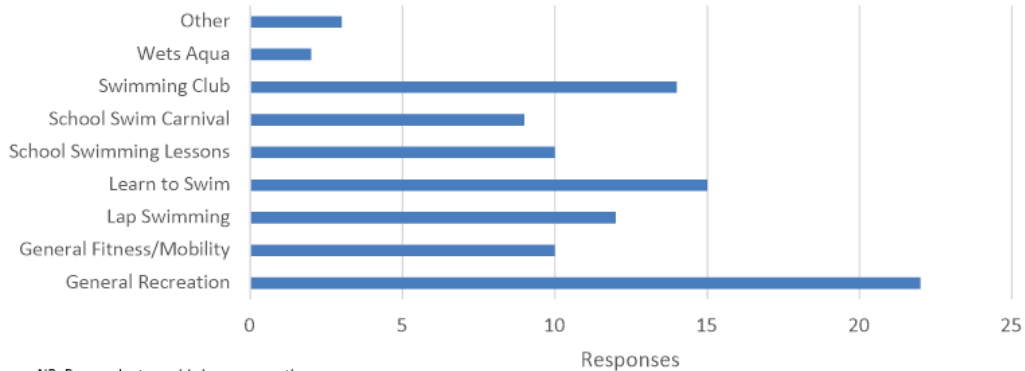
Frequency of Use



Time of Use	Responses
Early Morning 7am to 9am	0
Mid morning 9am – 11am	4
Lunch Time - 12pm - 2pm	5
Afternoon 3pm – 6.30pm	20

Length of Use	Responses
Less than 1 hour	2
1-2 hours	17
3-4 hours	8
All Day	2

Tumbarumba - Use By Activity



### Water Temperature

Water temperature satisfactory	Responses
Satisfactory	24
Too Cold	5

	Increase Water Temperature	Use more if Temperature is 26oC
Yes	24	20
No	5	9

Would you be willing to pay an entry fee if the pool was warmer (26°C)? – 93% Yes

**Comments Received – Tumbarumba Users:**

Open earlier and closed later

a disability/old persons ramp installed at Tumbarumba. Upgrade to the shower/toilet amenities.

"Intermediate pool at Tumbarumba

Extend the length of the pool at Tumbarumba

BBQ area needs fixing"

"Intermediate pool at Tumbarumba

Extend the length of the pool at Tumbarumba

BBQ area needs fixing"

"Extend length of pool utilise sports complex

Intermediate pool"

"Extra two lanes on main pool

Learn to swim pool

Wet play area slides or buckets

Improved heating"

Less people using the shower facilities for free during the blueberry picking season, prevents access

Better/ more access for lap swimming, after hours access, more reliable opening hours

Intermediate pool for learn to swim, wading pool for toddlers, lap pool and a splash area.

Learn to swim pool

Improvement to the baby/toddler area - have little mushrooms with water coming from etc

better parking (more and shaded would be great)

Tumbarumba only has one pool, in desperate need of a learn to swim pool,

The canteen and bathrooms at Adelong are amazing. Please upgrade the Tumba and Khancoban pools too

Covered and heated so could be used year round.

"- upgrade bbq area

- more tables and chairs

Play area like Adelong pool for younger children

If the pool was indoors we would be able to use it year round young and old would benefit

Seller toddler pool and more restrictions on water nappies for children under 3 years

I would like to see a shed built around the pool to convert it in to an indoor pool to use all year.

I believe the pools should be indoor and heated to allow for all year use for fitness and injury

I would like to see a shed built around the pool to convert it in to an indoor pool to use all year.

I would like to see a shed built around the pool to convert it in to an indoor pool to use all year.

In the school holidays, dedicated adults-only times. Doesn't have to be daily. An enclosed, heated y

Covered and heated

Increase the length of the pool to a more suitable size. more undercover seating and a cover over the pool like a carport type structure with heating system. Create a more all -year more round use of the pool for the community.

"Parking isn't adequate

Small/kids pool needs upgrade"

The pool needs more reliable heat for the water as its only in perfect conditions that is warm enough. Earlier open times as well. Tumberumba pool needs to be in line with other surrounding pools. The pool gets way too congested when you have swimming lessons tring to be held in with other community.

"23 degrees is far too cold for anyone.

Pool needs designated lanes for lap swimming and open before mid day on weekends."

Pool also needs some form of heating

We need a water park like Adelong

"-Snorey is an absolute asset to the Tumba pool, worth his weight in gold.

-It would be excellent if there was one evening per week open until a later hour, so that adult swim sessions could be held.

-pool access was free this year, there were so many more teenagers and unsupervised kids around. "

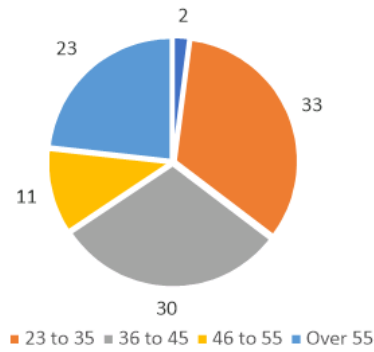
Mr Morey is worth more money he he priceless

Ian "Snorey" Morey is the greatest asset to Tumba pool!

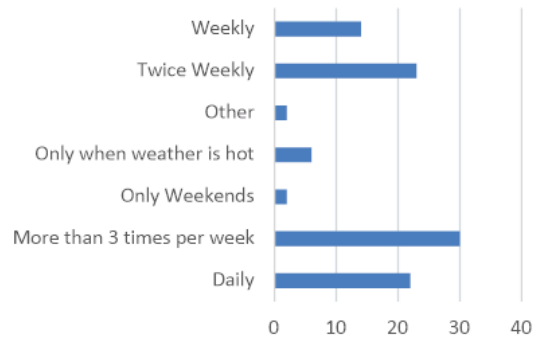
Open all year round

## Tumut – Dip Your Toes In and Have Your Say

Tumut Response - By Age Group



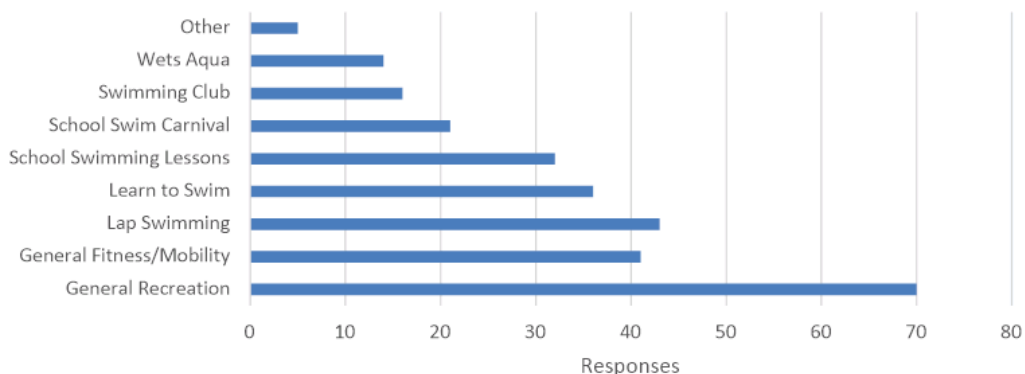
Frequency of Use



Time of Use	Responses
Early Morning 7am to 9am	13
Mid morning 9am – 11am	13
Lunch Time - 12pm - 2pm	10
Afternoon 3pm – 6.30pm	63

Length of Use	Responses
Less than 1 hour	18
1-2 hours	63
3-4 hours	17
All Day	1

Tumut - Use By Activity



### Water Temperature

Water temperature satisfactory	Responses
Satisfactory	52
Too Cold	45
Too Warm	2

	Increase Water Temperature	Use more if Temperature is 26oC
Yes	78	74
No	21	24

Would you be willing to pay an entry fee if the pool was warmer (26°C)? – 75% Yes

**Comments Received – Tumut Users:**

BBQ areas to promote family gatherings

Splash pad/ toddler area

"Access into the tumut facility. The stairs are very dangerous

Shaded areas and seating for families"

"Access into the tumut facility. The stairs are very dangerous

Shaded areas and seating for families"

Year round usage!!! It's past time!!

Improved parking (car park) and entry at the lower level. A new entrance and change room facility

Indoor heated pool

BBQ facilities and longer opening hours during January for families in school holidays

Better access for prams/wheelchairs, it is always a big hassle travelling from up the hill down

Indoor pool for all year access

Modern fixed Fina approved starting blocks

Better disabled amenities and access

Heated pool for childrens swim lessons (similar to Junee) so our kids dont shiver while learning

Heated aqua aerobics pool for people with injuries etc to be able to do non-weight bearing exercise

Enclosed pool for year round use

Although my local pool is technically Tumut, I would rather have Adelong pool improved as I prefer I

Heated pool

Indoor heated pool with modern showers and change rooms with baby changing facility  
better parking

Baby changing facilities

Box shape open storage at the end of the pool to put your gear in while swimming.

Get Rip Bye back

Indoor recreation centre to enable people to swim all year round. Improved wheelchair/ pram access

"Extra lane for lap swimmers

Open all daY to 8p

Tumut swim club put back to after 6pm like Batlow. "

A better access point, currently terrible where pool entry is.

Heat it in winter, not summer. Make it all year round, give Tumut more.

I think investing in an all year round indoor pool would be a much better investment than heating.

"Retention of senior staff at the previous (Full Time) levels



Reduce junior staff if necessary

"Better access. Tumut pool has way to many steps at the entrance.

Covered heated pool all year. Hydrotherapy pool.

Opening hours are useless. Needs to be open all day.

I would rather see the pool heated so that the facility would be able to be used for a longer period

Covered, year round use of Tumut pool.

Cooler for summer and heated for winter laps

Splash pad for kids or play equipment.

Better surrounding gate-more inviting. Update existing first-aid indoor pool! Grassed areas r amazing!

"A heated pool for Tumut would lengthen the season & I believe make it more user friendly.

Biggest wish, heated pool for learn to swim activities.

"Better access for prams

A child friendly area"

Shade over some of the steps. Picnic tables on grass elderly cant get up and down on grassed area

More seats on the grasses area, a play gym

A heated pool would promote more exercise for the elderly

Some shade cover over the big pool- if we can have an undercover pool

Outdoor bbqs and more tables and seating!

Play equipment for sure !!!

Disability access, less steps

"More wets aqua classes

Swimming lessons for children with working parents outside work hours"

Heated indoor facility. 12 month operation. Ideal for learn to swim classes and aqua aerobic classes

"Seating with tables

Play area more water bubblers "

Definitely an enclosed heated pool would be more beneficial for the community for all year round use

Indoor heated pool

Better accessible access into the pool environs

More shaded seating options close by the pool.

New pool for tumut, presently old & outdated, change rooms are a disgrace.

Heating so the season could be extended in current pool

It would be great to see shaded barbecue areas and more picnic table/chair facilities.

need 1 or 2 private cubicles for pple who are uncomfortable changing in public who now use toilets.

More for kids to do- small playground or water splash pad (similar to Adelong pool)

Easier access for prams/wheelchairs. Especially easier access to the children's pools for prams

That it stays open in the middle of the day

Year round use (solar heated)

Build the pools as per the concept plan. Covered heated indoor pool for all year round use

More seating in the grassy area

We triathlon train year round. When Tumut pool is not open or too cold, we travel to swim. We would welcome a 25m indoor heated pool and would then be able to use the Tumut pool year round.

The new ramp is excellent, and very useful for those of us with young kids and non-disabled.

Splash pad area where the baby pool is now would be great

Splash pad area where the baby pool is now would be great

Currently pool doesn't get up to temperature that doesn't result in an earache until summer. It's warmer swimming in the Goobagandra. Sept learn to swim for babies is child abuse!

We should have an indoor heated pool that can be used 12 months of the year,

I would not like to see the existing entry building to be demolished! If upgraded little pool converted into a splash pad like Adelong with beach entry to middle pool - toilets for kids still at the top of the hill as well as in the new entry building- viewing platform will not be used

Having a pool that allows access all year round would be money better spent rather than heating the existing pool. Having access to year round facilities for swimming lessons/training ensures that the community's children have uninterrupted access to learning this very important life skill.

"The community said they would like a heated indoor pool in Tumut, through the stronger communities consultation process and the project was approved for funding. The project should go ahead.

The heated pool does not need to be part of a larger sporting complex and should not be delayed."

If an entry fee is going to be reintroduced, make it free for children and \$2 for adults. I don't think parents/ carers etc should be charged if accompanying children for swimming carnivals and lessons etc.

The pool is a wonderful family recreation facility. The free entry has increased the frequency that we visit.

Having an indoor pool in Tumut would be of great benefit to our family having two young children. It would mean continuous use and lessons for them without having a 8 month gap between swimming lessons or travelling to Wagga each week to keep up their skills

More undercover (waterproof) areas with seating

Heated pool for all year access

We moved from cooma, the pool is heated and the season goes for alot longer

Please heat Adelong pool, so many Tumut people prefer to use it. Tumut people DO travel to Adelong pool.

Relocation with easier access and parking as well as modern facilities best location would be tennis court area redevelopment with indoor recreational area for indoor sports so tumut can host larger sporting events all year round which will boost tourism for the local area.

Non slip tiles on the bottom of the pool. And clear access to be able to get into the pool without having people play on the stairs and ramps.

Out of hours entry swipe card extended: 5:30am open to at least 8pm close - this would allow for people who begin work early.

I have always been under the impression the toilets were going to service Pioneer Park - this plan does not allow for this?

Provide drinking fountains?

Money would be better spent on this infrastructure than a rail trail. More people from the community would benefit and have access to rehabilitation services and learn to swim programs. Schools would be able to conduct swimming lessons all year, not just in a limited season.

Tumut pool is inaccessible after 4pm to close weekdays, due to swim club training and lessons. Makes impossible to do laps. It's only time available as I work. I was treated rudely by swim club instructor. Went to Batlow pool, & they catered for lap swimmers beautifully. Welcoming, friendly.

Great pool but needs more seating too.

"The pool managers have done the best job i have ever seen. They are a credit to your facilities.

We would recommend an indoor heated pool"

More swimming lessons, better instructors. I'm watching instructors teach from outside the pool. And improve swimming club, give them more support, my kids we're not allowed to join as it was to full.

Improved access for parents with prams (which would also improve access for disabled too). While i'm way beyond that stage now I remember it being a huge headache at the time.

"I would like to see free intensive swimming lessons for all school age 5-10 yo.

One way Richmond st with speed humps

Smoking banned from nearby residences' front yards

Opposed to community management / volunteer lifeguards"

"It is a waste of an excellent amenity if it can't be utilized all year. The plans are in place. Don't waste money on

feasibility studies. Just build it."

We did mums & bubs lessons. While it was great to be able to go and I'm happy to pay for it, the class size was way to big (up to 15) and five days straight was not appropriate for us living out of town or to optimise learning. Also only offering 5 lessons a year per small child is not enough.

Retain currant pool manager D Mayo and senior staff. Maintain senior staff at previous level of hours (lesser for juniors if necessary). maintain currant outdoor pool with provisions to heat and extend hours. If a new indoor heated pool is built lanes should be at least 2.5m wide. no free admission.

If the pool was heated a variety of other uses would be available to

Its has been great to have free entry to Tumut pool this summer. We have dropped in after work/school 2-3 times a week with the family to cool down and have some fun.

keep free entry rather than heating

"The lanes need to be moved, half the pool is taken up by lanes. Opening HOURS need to be extended to night time and also the season run longer. People who work long hours still want to swim at 8pm and the river is not safe to do so.

The free entry forces the lifeguards to be baby sitters. I don't like the free entry.

Free entry more visitation but not during weekdays when school is in-please consider later opening hours in summer evening for family picnics (cooler). Lane ropes to be removed during day on weekends to allow kids to practice swimming across pool - medium pool too shallow.

A 5-10 year plan needs to be fast tracked and funding needs to be sort from different avenues to make this happen such as council, state government, fund raising, local organisations etc this is a matter of priority behind roads and a new hospital (state issue)...

"I use the Tumut pool twice weekly for water aerobics the water even now is getting quite cool.

Please please a heated pool for Tumut! "

Kids need more time for swimming lessons / activities.

The temperature of the water is perfect at present, there is no need to heat it between December and March, it simply needs heating during the beginning and ending periods of an extended season.

Tumut council need to spend money on the tumut pool as it is very outdated and needs to at least have shade over the entire large pool. If shade was over the larger pool I would then allow my children to utilise your pool a lot more!

Keep it free to use! So much better.

I think if the pool was open from say 12pm till 8pm that would be so much better . Especially on the really hot days when swimming at a later time would be so much better

The free entry seemed to bring an unpleasant crowd in. On two occasions we left the pool due to the language being used by supervising adults. We did not enjoy this season at all.

Our 50m pool is the best competition lap swimming pool in the district. Very clean.

Our population is aging and to have the pool heated would be beneficial to them and the whole community

Even though I have indicated that I would use the pool if it was 26 degrees uncovered - that would also depend on the external air temperature but if covered in it wouldn't be a problem. Also would allow our club swimmers to get the most out of the pool and be the best they can be.

I attend aqua aerobics and do laps, it is the best form of exercise for me and I would be very happy if i could do it for longer each year!

The stand out feature of all the pools is the water quality the management over the past 4-5 years as been excellent to have such committed and qualified staff Dave and Sue has resulted in the excellent facilities support greatly by the local qualified and very competent team

With govt money in abundance dive in & get a decent aquatic centre built in Tumut. With new hospital development now certain, get a heated pool built to compliment hospital, rehab etc. New hospital will be used by all council towns, therefore makes sense to have heated pool where population is.

As I attend my pool mainly for exercise (lap swimming) several times a week (have done for years) and do this around 8.30am to avoid too much sun and too many patrons, I actually

love the pool as it is. That "not in my lifetime" heated indoor pool great for people recovering from surgeries.

The manager and pool assistants keep the pool and grounds in very good condition and are a credit to the Council. The disused seating and nets near the card access gate are an eyesore and require a new home at the rubbish tip. The free pool initiative appears to have been well received.

baby change table in female change room.

A huge congratulations to pool staff for their dedication this summer! Water and grounds maintenance is of an excellent standard, and staff do their utmost to ensure all pool users are able to "co-habitat" harmoniously eg: lappers vs learn to swim vs school groups etc.

I would like aqua aerobics/ exercise classes to be held 3 times a week in the afternoon/ evenings.

Have definitely attended the pool more often this season with free entry, great initiative and would love to see it continued. Thankyou.

Free access meant we could use the pool more frequently. However the temp of the pool means we only tend to use it when the weather is warm.

Dont close the pool to children between 11 and 2 pm

Pools are not only about swimming laps but are recreational facilities too. I like the concept plan because it includes that idea.

**10. MANAGEMENT REPORTS****10.3 DRAFT TUMUT REGION VISITOR CENTRE MEMORANDUM OF UNDERSTANDING**

Author: NATASHA MCQUEEN

Responsible Manager: GEORGIA MACDOUGALL

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**Purpose of Report:**

This report requests that Council review and endorse the draft Memorandum of Understanding for the operation of the Tumut Region Visitor Centre.

**Recommendation:**

**That Council authorise the General Manager and Mayor to sign the Memorandum of Understanding for the operation of the Tumut Region Visitor Centre.**

**Report:**

Council currently has its draft Destination Management Plan (DMP) and draft Visitor Services Strategy (VSS) on public exhibition period of 28 days following the April 2018 Council meeting. Collectively the DMP and VSS establish a clear direction for tourism development and Council's role in growing the visitor economy.

Following the April Council meeting, Council staff have met with NPWS staff to renegotiate the Memorandum of Understanding (MoU) to ensure a strong partnership continues and future improvements are made to increase the efficiency and effectiveness of operations of the TRVC.

Council staff recommend that the attached MoU is signed to continue the partnership with NPWS for the operation of the TRVC for the following reasons:

1. Operating costs for the TRVC are low when benchmarked against similar AVICs, largely due to the 50% contribution from NPWS to operate the centre. The VSS found that the operational costs contributed by Council for the Tumut Region Visitor Centre (TRVC) are below the average for Accredited Visitor Information Centres (AVICs) of comparable size.
2. Current staffing resources are not sufficient for Council to operate their own AVIC in Tumut, and therefore additional resources would need to be sought.
3. From a visitor perspective, two centres would cause great confusion and with Kosciuszko National Park being a significant drawcard for this region. It would be unreasonable to require them to visit two separate locations seeking information about the region.
4. From an accreditation perspective, each town is permitted to have only one AVIC, therefore raising issues around whether the Council or NPWS operated centre would hold the AVIC status.

Council's endorsement of the MoU with NPWS will strengthen the partnership with a key regional tourism stakeholder and provide a strong statement of Council's commitment to tourism and visitor servicing in the Snowy Valleys region.

#### Options

1. Council may endorse the TRVC MoU as presented.
2. Council may choose to amend the draft TRVC MoU.
3. Council may choose not to adopt the draft TRVC MoU at this time.

#### Budget Implications:

Snowy Valleys Council contributed \$136,188.35 (exclusive of GST) for the operation of the TRVC in 2017/18, the proposed contribution for 2018/19 is \$166,613.85 (exclusive of GST). In 2017/18, NPWS made an additional contribution of \$26,002.58 above the agreed partnership to cover operational costs incurred during that financial year. The increase of 22% to Council's contribution in 2018/19 is to rebalance the share of the costs between NPWS and Council.

For the term of the MoU, all subsequent cost increases to Council will be CPI or actual overall operating costs to be shared between both parties.

#### Legal/Statutory Implications:

Nil

#### Risk Management - Business Risk:

There is increased risk for reputation damage through lack of action in regard to the operation of the TRVC.

#### Risk Management - WHS and Public Risk:

Nil

#### Council Seal:

Not required

#### Attachments

- 1 Draft Tumut Region Visitor Centre Memorandum of Understanding [↓](#)



**National Parks and Wildlife Service  
Southern Ranges Branch  
NSW Office of Environment and Heritage**



**Snowy Valleys Council**



**Tumut Region Visitor Information Centre  
Memorandum of Understanding (MOU)**

**Draft 2018**



## 1. Purpose of the MOU

This Memorandum of Understanding establishes a framework for the cooperative management of the Tumut Region Visitor Information Centre (TRVIC). The MOU is between the NSW National Parks and Wildlife Service (NPWS), Southern Ranges Branch (SRB), NSW Office of Environment and Heritage (OEH) and Snowy Valleys Council (SVC).

Collectively these organisations are described herein as the “parties”.

## 2. The roles and responsibilities of the NPWS and SVC in relation to the TRVIC.

The NPWS and SVC seek to educate the public on the values of conservation of our natural and cultural heritage and to provide exceptional experiences in our national parks, reserves and regional tourism areas.

The NPWS and SVC seek to provide support to the local tourism industry, community and its visitors through the provision of a visitor information centre.

Both parties agree to the following shared responsibilities:

- Operate the TRVIC at the Old Butter Factory located on Adelong Road in Tumut.
- Cooperate in the development and implementation of policies and procedures for the TRVIC.
- Maintain the Level 1 (one) accreditation of the TRVIC within the guidelines and policies set down by the NSW Accredited Visitor Information Centre Network (AVIC).
- Maintain the TRVIC operating hours in line with Level 1 accreditation

requirements being 9.00am to 5.00pm, 7 days per week.

Both parties agree to the following individual responsibilities:

- The NPWS will provide day to day management services of the TRVIC.
- SVC will provide an annual funding contribution of 50% for the TRVIC operating costs in each financial year indexed in subsequent years by the amount of CPI increase or actual overall operating costs for the Term of the MOU. The NPWS will provide a further cost saving incentive to the SVC of 35% off the 50% cost split.
- For the 2018 to 2019 financial year the SVC contribution amount is \$166,613.85 excluding GST.

## 3. Term of the Agreement

The agreement is for the period of 3 (three) years with a possible extension of a further 3 (three) years if each party is in agreeance. Due expiration date is the 1<sup>st</sup> of July 2021.

If due to changes in either parties financial funding or operational direction the parties agree that this agreement may be terminated with a minimum of three months written notice.

## 4. Tumut Region Visitor Information Centre Quarterly Operational Meeting

Staff from NPWS and SVC will meet on a quarterly basis to review the operation of the TRVIC in accordance with this MOU.

## 5. Identity of the Centre

The Visitor Centre will be known as the

Tumut Region Visitor Information Centre until such time that the SVC tourism branding project is completed and the name may be varied to more accurately reflect the tourism destination. The Visitors Centre is part of Destination Riverina Murray with strong links to Destination Southern NSW.

Staff will be provided with an NPWS uniform, both parties logos will be utilised on the staff name badges, on all signage and promotions of the TRVIC where appropriate.

## **6. Lease of Premises**

The NPWS are the lessee of the premises being the TRVIC which includes the retail service area, exhibition area, office space and storage area.

The parties agree to pay a 50 percent share of the lease costs for the period of the MOU. If in the event either party wishes to withdraw from the partnership, then each party will be required to cover 50 percent of any end of lease penalties and related legal costs involved.

The parties agree that 1 (one) workspace will be provided in the Tumut Region Visitor Information Centre for use by SVC's tourism operational staff.

## **7. Staffing**

All staff will be recruited as necessary under relevant OEH policies, guidelines and conditions of employment.

All TRVIC staff employed will be employees of OEH/NPWS.

Staffing levels may be supplemented using volunteers sourced from the SVC area including the tourism industry, business sector or local community. Volunteers will be managed by relevant

NPWS volunteer management policies and procedures.

All volunteers will be subject to a code of conduct and other related operational and management policies as agreed to by the parties that will ensure the delivery of equitable regional visitor information.

## **8. Training**

Training will be provided by OEH/NPWS to all staff and volunteers to ensure appropriate knowledge of a broad range of regional tourism product, management issues and recreational opportunities across the region and Kosciuszko National Park.

Additional training may be required and provided by the SVC to ensure alignment for related SVC operating procedures and policies. Additional training may also be required from time to time in such areas as customer service, computing, stock management, development of regional tourism product knowledge and government accounting procedures.

## **9. Products and Services**

The TRVIC will maintain, supply and develop information services and products about visitor experiences and opportunities within the Snowy Valleys Region, Snowy Mountains, Riverina Murray and the NSW National parks system, with a focus on the local visitor destination.

As part of the AVIC level one accreditation requirements the TRVIC will also supply tourism information on other regional destinations around NSW to ensure joint cooperation between the NSW tourism industry and to meet visitor requirements and expectations.

The NPWS will decide on appropriate products and services in consultation with SVC tourism staff.

Profits from products, services and sales will be retained by the NPWS to offset operational costs and maintain the quality and service standards of the TRVIC.

### **TRVIC Products and Services include:**

#### **Information provision**

- Provide information and advice about the range of recreational opportunities, attractions, accommodation and services in the SVC area, Snowy Mountains and Riverina Murray Destinations.
- Maintain local, regional and state tourism publications as required under the visitor centre accreditation guidelines including a wide range of guide's, brochures, maps and pamphlets relevant to identified clients needs.
- Provide information and advice about the range of recreational opportunities available in NPWS parks and reserves.
- Supply regional information and advice to tourism committees and industry stakeholders such as visitor statistics and regional visitor experiences.
- Provide and update visitor information on relevant tourism websites and listings in relation to TRVIC and regional visitor opportunities such as the Australian Tourism Data Warehouse (ATDW).
- Maintain regional events listing and distribute this information to relevant information outlets.
- Maintain and update tourism information of the Visit Snowy Valleys and NPWS websites including regional information, attractions, dining, activities and events information.

#### **Retail Services**

- Stock retail products relevant to the destination, values of the area and NPWS with at least 70% Australian products or Australian themed with a focus on regional produce and products, souvenirs, maps and books where possible.
- Provide, sell and record NPWS revenue in relation to the sale of park passes and permits.
- Supply additional retail services as appropriate and required to provide service or generate additional revenue to offset operational cost.

#### **Booking services**

- The TRVIC will maintain an accommodation booking service and undertake revenue processing for reservations at NPWS on park accommodation sites within Kosciuszko National Park.

The TRVIC will provide a booking service in relation to NPWS Discovery Programs or other NPWS products or services. As appropriate a booking service may also be supplied to assist local commercial tour operators.

- The TRVIC may if the demand arises, is appropriate, viable and requested by SVC provide an accommodation, tour or attraction booking service for the SVC area.

#### **Interpretative Display**

- Interpretation in the TRVIC will focus on the features of the SVC area, its history, its European and Aboriginal Culture, its industry, Kosciuszko National Park visitor opportunities and its people.

## **10. Additional Resources**

The NPWS will, at its discretion, provide additional staff resources from time to time for short duration relief and specialist staff to assist TRVIC staff where necessary.

If either party wishes to expand the operations beyond the scope of this MOU it must be agreed to between the parties including appropriate cost sharing arrangements.

## **11. Membership of Tourism Organisations**

Being a partnership operation between the NPWS and SVC the TRVIC will work closely with and be guided by specialist NPWS and SVC tourism, visitor experience, marketing and promotional teams. The TRVIC will provide, support, advice and guidance to the NPWS and SVC on best practice visitor information services.

The NPWS and SVC will guide and approve the TRVIC in maintaining membership and relationships with appropriate tourism bodies.

## **12. Promotions**

The NPWS and SVC will ensure the on-going operations and promotion of the Visitor Centre. All local/region tourism promotion will be coordinated and managed by the local tourism industry, SVC, related Destination Management organisations and committees. The TRVIC may provide, support, assistance and advice if the need is identified by either the NPWS or SVC.

## **13. Relationship with Proprietors of the Butter Factory**

The relationship with the proprietors of the Butter Factory will be primarily that of tenant/landlord. The proprietors may be invited to participate in meetings at the discretion of NPWS/SVC where appropriate.

## **14. Review of Memorandum of Understanding**

If required and agreed to by the NPWS or SVC this MOU can be reviewed with a minimum of one months notice. A review may be initiated due to changes in operational demand, budget funding or other appropriate reasons

This Memorandum of Understanding will otherwise be reviewed in June 2021 as part of any renewal process or as agreed by the parties.

# Tumut Region Visitor Information Centre

## Memorandum of Understanding

Signed: \_\_\_\_\_

Mr James Hayes  
Mayor  
Snowy Valleys Council

Signed: \_\_\_\_\_

Mr Matthew Hyde  
General Manager  
Snowy Valleys Council



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

Signed: \_\_\_\_\_

Mick Pettitt  
Director Southern Ranges Branch  
NSW National Park & Wildlife Service  
Office of Environment and Heritage



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

**10. MANAGEMENT REPORTS****10.4 EXECUTION OF GRANT AGREEMENT FOR MULTI SERVICE OUTLET TUMBARUMBA**

Author: TRACY WIGGINS

Responsible GUS COX  
Manager:Purpose of Report:

To delegate the General Manager to execute and apply Council Seal to a funding Grant Agreement for the Multi Service Outlet - Tumbarumba.

Recommendation:

**That Council authorise the General Manager to execute and affix the Council Seal to Commonwealth Standard Grant Agreement 4-7RKVOE3 to obtain funding to operate the services run by the Multi Service Outlet Tumbarumba**

Report:

The purpose of this funding is to provide high quality support services on a short term or ongoing basis to people in the community who meet the criteria under the Standard Grant Agreement guidelines for the services provided by the Multi Service Outlet, e.g. Home Support, Meals on Wheels, Domestic Assistance, Social Support, Flexible Respite, Transport.

The Standard Grant Agreement 4-7RKVOE3 is for six grant activities of the Multi Service Outlet for the period starting 1 July 2018 and ending 30 June 2020, as detailed in the table below.

<b>Grant funding/activity</b>	<b>Value 2018-2020</b>	<b>Grant ID</b>
Transport–Community and Home Support Activity period ends 30 November 2020	\$44,908.96	4-7XX8ZE8
Domestic Assistance-Community and Home Support Activity period ends 30 November 2020	\$11,498.60	4-7XX8ZH1
Flexible Respite-Care Relationships and Carers Support Activity period ends 30 November 2020	\$21,362.82	4-7XX8ZJU
Home Maintenance-Community and Home Support Activity period ends 30 November 2020	\$36,829.28	4-7XX8ZMX

Home Modifications-Community and Home Support Activity period ends 30 November 2020	\$25,076.06	4-7XX8Z"PQ
Meals-Community and Home Support Activity period ends 30 November 2020	\$25,005.08	4-7Y1G6U8
Social Support-Community and Home Support Activity period ends 30 November 2020	\$20,047.92	4-7Y1G6X6
<b>Total</b>	<b>\$184,728.72</b>	

Options

1. Execute the agreement\
2. Not execute the agreement

Budget Implications:

Budget for the Multi Service Outlet has been developed on projected Community and Home Support funding.

User fees are charged as per guidelines for grant funding and are minimal, not signing the agreement would result in increase in user fees (full cost recovery), and people who need the service not using them or going to other providers.

Legal/Statutory Implications:

- a) By signing the agreement, Council agrees to carry each Activity in accordance with the Agreement and relevant Grant details.
- b) The Grantee (Snowy Valleys Council) agrees to use and undertake each Activity in accordance with the Grant details.

Risk Management - Business Risk:

Minimal.

Risk Management - WHS and Public Risk:

Not applicable

Council Seal:

Yes

Attachments

Nil

**10. MANAGEMENT REPORTS**

10.5 RE-ESTABLISHMENT OF ALCOHOL FREE ZONE - TUMBARUMBA

Author: GUS COX

Responsible Manager: MATTHEW HYDE

---

Purpose of Report:

The existing Alcohol Free Zone (AFZ) has expired and requires re-establishing.

The AFZ area incorporating The Parade and Winton Street between Selwyn and Bridge Street and Winton Street between Bridge and Fleet Street Tumbarumba is proposed to be re-established. The community, local Police and licensees will be able to make submissions on this proposal as it will be advertised in accordance with Section 644A of the Local Government Act 1993.

Recommendation:

**That Council:**

- 1. Propose to re-establish the Alcohol Free Zone for a period of four (4) years in the area bounded by The Parade and Winton Street between Selwyn and Bridge Street and Winton Street between Bridge and Fleet Street Tumbarumba. Excluding a 2 metres x 20 metres of The Parade footpath along the façade of the Union Hotel.**
- 2. Carry out public consultation on the proposal in accordance with Section 644A of the Local Government Act 1993.**

Report:

The principal objective of an AFZ is to prevent disorderly behaviour caused by the consumption of alcohol in public areas. An AFZ also improves public safety and minimises vandalism and littering.

The previous AFZ covered the area bounded by The Parade, Union and Hammonds Lanes between Selwyn and Bridge Street, Winton Street, between Bridge and Fleet Streets and Bridge Street, between Winton and Cape Street, Tumbarumba excluded the creekscape and sportsground.

The Union Hotel has submitted a Development Application for footpath alfresco dining along their building frontage which includes the service of alcohol. Therefore it is proposed to exclude the alfresco dining area from the AFZ.

Options

1. Re-establish and Alcohol Free Zone as existed previously.
2. Re-establish and Alcohol Free Zone area as per this report.
3. Not re-establish and Alcohol Free Zone.



Budget Implications:

To reduce costs Council has previously placed stickers over expired dates on existing Alcohol Free Zone signage. These stickers on signs have been removed indicating the Alcohol Free Zone has expired. It is proposed to replace the signage so this does not occur in the future

Final costing of replacement signage will be tendered in the declaration report, which would be tendered to the July Council meeting.

Legal/Statutory Implications:

The process for establishing an Alcohol Free zone is set out in the provisions of the Local Government Act 1993 and consists of the following steps:

- a) Resolution of Council to propose to (re)establish the zone;
- b) Public consultation in accordance with the Act. This will consist of advertisements in the local paper with a 14 day submission period as well as letters to the local Police and licensees in or adjacent to the area of the zone, with a 30 day submission period;
- c) Consideration of submissions by Council; and
- d) Resolution of Council to declare the (re)establishment of the zone.

Four (4) years is the maximum period allowed under the Local Government Act 1993.

Risk Management - Business Risk:

Nil

Risk Management - WHS and Public Risk:

Nil

Council Seal:

NA

Attachments

Nil

**10. MANAGEMENT REPORTS**

10.6 PLANNING PROPOSAL FOR TUMUT LEP 2012 (AMENDMENT NO.5) - GILMORE INDUSTRIAL LAND

Author: JIM MUMFORD

Responsible Manager: GUS COX

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Purpose of Report:

To obtain Council's endorsement of the Planning Proposal prepared in accordance with resolution M1/17 of 27<sup>th</sup> July, 2017.

Recommendation:

**That Council adopt the Planning Proposal for Tumut LEP 2012 (Amendment No. 5) and forward it to the Department of Planning with a request for a Gateway Determination.**

Report:

At its 27<sup>th</sup> July 2017 Ordinary Meeting, Council resolved (M1/17):

That pursuant to Section 3.33 of the Environmental Planning and Assessment Act 1979, Council prepare a Planning Proposal to:

1. Rezone Lot 100 DP 1040583, Lot 5 DP 1178042 and Lots 1, 2 and 3 DP 1042001 from RU1 and RU3 to IN1; and
2. Rezone those parts of Lot 1 DP 197308, Lot 3 DP 1041444 and Lots 61, 62, 94 and 140 DP 757252 that are not subject to significant environmental or physical constraints from RU1 to IN1.

The Planning Proposal has now been prepared and is attached for Council's consideration and endorsement.

Background

Council has a responsibility to ensure that appropriately zoned land is available for the various types of development in the Snowy Valleys Council area and that the take-up of zoned land is monitored to ensure that market failure does not occur.

Since 1988, when the Tumut Rural Local Environmental Study and Urban Strategy identified the Gilmore Valley for future industrial development, numerous studies and reports have been produced with that objective in mind.

These include:

1998 Industrial Land Study (to identify the need for additional industrial land)  
2000 Planning Directions Study (to investigate the various options for additional industrial land)

2001 Industrial Strategy (to indicate Council's priorities and directions)

2001 DCP No. 6 – Industrial Development (to bring together the principles established by previous studies).

2002 Local Environmental Study – Tumut and Gilmore (to establish the suitability of the land for rezoning to Industrial)

2005 Master Plan (detailing how the Gilmore land could be developed for an industrial estate).

The outcome of the process is that of all the sites investigated, only Gilmore met the criteria for development of large industrial lots suitable for transport and forest related industries.

Copies of the relevant documents considered at the 27<sup>th</sup> July 2017 meeting are attached (under separate cover) for Council's information.

### Consideration

The endorsement of the Planning Proposal by Council and the granting of a Gateway Determination by the Department of Planning does not commit Council to proceeding with rezoning the land. The Gateway Determination is essentially the Department of Planning agreeing that Council has complied with the relevant legislation and that the Planning Proposal can be publicly notified (subject to whatever conditions they impose).

This is the first step of the five steps process consisting of:

1. The planning proposal - Council prepares the planning proposal.
2. Gateway - the Minister (or delegate) decides whether the planning proposal can proceed (with or without variation) and subject to other matters including further studies being undertaken, public consultation, public hearings, agency consultation and time frames. A planning proposal does usually not proceed without conditions of this nature. The conditions are then complied with and if necessary, the proposal is changed. A decision on whether the relevant council is able to finalise particular types of LEPs is also determined at this stage.
3. Community consultation - the proposal is publicly exhibited as required by the Minister. A person making a submission may also request a public hearing be held.
4. Assessment - the relevant planning authority reviews public submissions. Parliamentary Counsel then prepares a draft local environmental plan.
5. The amending of the LEP - with the Minister's (or delegate's) approval the local environmental plan is published on the NSW legislation website and becomes law.

### Options

1. Council can defer consideration of the Planning Proposal to a later date;
2. Council can make amendments to the Planning Proposal; or
3. Council can resolve not to proceed with the Planning Proposal.

Budget Implications:

There could be budget implications if the Department of Planning requires additional studies or surveys to be undertaken. There is no budget allocation for this Planning Proposal other than staff time.

Legal/Statutory Implications:

The Planning Proposal process is governed by the Environmental Planning and Assessment Act 1979 and a suite of Guidelines and Ministerial Directions.

Risk Management - Business Risk:

There is no business risk in the Planning Proposal process other than the possible economic and community impacts if Council does not facilitate the provision of zoned land for industrial development.

Risk Management - WHS and Public Risk:

Not applicable.

Council Seal:

No

Attachments

- 1 Planning Proposal Tumut LEP 2012 Amendment No. 5 (under separate cover) ⇨
- 2 Council Report 27 July 2017 (under separate cover) ⇨
- 3 Council Report 6 February 2001 - Future of Industrial Land (under separate cover) ⇨
- 4 Council Report 20 February 2001 - Industrial Strategy (under separate cover) ⇨
- 5 Tumut and Gilmore Industrial LEP 2002 (under separate cover) ⇨
- 6 Gilmore Industrial Estate Master Plan 2005 (under separate cover) ⇨

**11. MINUTES OF COMMITTEE MEETINGS**

11.1 MINUTES - ABORIGINAL LIAISON COMMITTEE MEETING HELD 9 MAY 2018

File/Trim Ref: D18/3208

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**Recommendation:**

**That Council;**

- 1. Accept the Minutes of the Aboriginal Liaison Committee meeting held on Wednesday 9 May 2018.**
- 2. Adopt the Aboriginal Liaison Committee Terms of Reference.**

**Attachments**

- 1 Minutes - Aboriginal Liaison Committee Minutes held 9 May 2018 [↓](#)

**MINUTES  
ABORIGINAL LIAISON COMMITTEE**

**WEDNESDAY, 09 MAY, 2018**

**MEETING COMMENCEMENT:** 10.00am

**PRESENT:**

<b>Participants:</b>	<b>Present:</b>	<b>Apology:</b>	<b>Absent:</b>
Clr G Pritchard (Delegate)	X		
Community Dev. Team Rep. (Delegate) – Trudy Crawford	X		
Sue Bulger - Elder	X		
Margaret Berg – Elder			X
Coral Bulger – AECG	X		
Winnie Bulger – Tumut High School		X	
Meegan Cameron	X		
Lenard Connolly – Community Health			X
Pat Connolly – Elder			X
Mary Greenhalgh – Brungle/Tumut LALC	X		
Shirley Marlowe – Community Transport			X
Sonia Piper – Elder	X		
Stan Russell – Coo-ee Cottage		X	
Cathy Williams – Community Rep.		X	
Mary Williams – Community Rep.			X

Council staff in attendance were **Trudy Crawford**.

**APOLOGIES:**

**ALC01. RESOLVED** that the apologies from Stan Russell, Winnie Bulger and Cathy Williams be received.

Sue Bulger / Coral Bulger

**BUSINESS ARISING FROM MINUTES:**

Nil

**DECLARATION OF INTEREST AND REPORTABLE POLITICAL DONATIONS:**

Nil

**COMMITTEE REPORTS:**

**Aboriginal Liaison Committee (.)**

Sue Bulger welcomed all present to the Aboriginal Liaison Committee meeting and a minutes silence was held for those past and present.

Election of Chairperson and Deputy Chairperson

Sue Bulger was nominated as the Chairperson of the Aboriginal Liaison Committee for the next 12 months.

**ALC02. RESOLVED** that the Sue Bulger be elected as the Chairperson of the Aboriginal Liaison Committee for the period of 12 months.

Mary Greenhalgh / Coral Bulger

**MINUTES  
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 09 MAY, 2018**

Geoff Pritchard was nominated as the Deputy Chairperson of the Aboriginal Liaison Committee for the next 12 months.

**ALC03. RESOLVED** that the Geoff Pritchard be elected as the Deputy Chairperson of the Aboriginal Liaison Committee for the period of 12 months.

Sue Bulger / Coral Bulger

Aboriginal Liaison Committee Terms of Reference

Aboriginal Liaison Committee Terms of reference were reviewed with amendments made (attached). Meetings are to be held bi-monthly, at 3.30pm in Tumut, with dates set for 18<sup>th</sup> July, 19<sup>th</sup> September and 21<sup>st</sup> November.

**RECOMMENDATION**

**That Council adopt the Aboriginal Liaison Committee Terms of Reference.**

Mary Greenhalgh / Sonia Piper

MoU between the Aboriginal Community and Snowy Valleys Council

The MoU between the Aboriginal Community and Snowy Valleys Council was reviewed. The amended MoU will be distributed to the community for review and will then be discussed at the next meeting.

**ALC04. RESOLVED** that the Aboriginal MoU be distributed to the community for review and discussed at the next Aboriginal Liaison Committee meeting.

Sue Bulger / Coral Bulger

NAIDOC Week 2018

NAIDOC Week is being held 8-15 July 2018 with the theme being "Because of her we can". A number of events are planned so far including:

- Flag raising and morning tea to be held Monday 9<sup>th</sup> July (flag raising at Brungle Tumut Local Aboriginal Lands Council and morning tea to be held at the Tumut Library).
- Flag raising and afternoon tea to be held Monday 9<sup>th</sup> July (flag raising and morning tea at Tumbarumba Council Chambers).

There will also be the "Because of her we can Art Exhibition" which is on display throughout July at the library and a number of other events that are currently being finalised. A program will be distributed in early June.

**GENERAL BUSINESS:**

- Geoff Pritchard raised the idea of a drop in centre for Aboriginal Youth. Coral Bulger advised that there is currently a group being held through the High School for girls. Sue Bulger advised that Stan Russell is involved with the Police and PCYC representatives to run the Cooling Down program in Tumut which is an 8 week program for youth.

**MINUTES  
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 09 MAY, 2018**

- Geoff Pritchard raised that Elm Grove Mountain Retreat is for sale and it would make a good centre for the Aboriginal Community. Sue Bulger advised that the Brungle Tumut Lands Council would need to approach the State Lands Council regarding the purchase of something like this.
- Geoff Pritchard raised the issue of young unlicensed drivers and how it is difficult for them to get the hours required to obtain their license which causes them to drive unlicensed. Sue Bulger advised that there is a program run through Cooee Cottage that provides support for young people to get their license.
- Geoff Pritchard raised the incidence of suicide and that the signs need to be identified earlier to prevent suicide from occurring. Sue Bulger advised that there is an app available where young people can check in each day. Stan Russell already has a few young people utilising the app.
- Geoff Pritchard raised that it would be good if the Aboriginal Community had a small farm enterprise. Sue Bulger advised that Rob Harris (Wagga TAFE) will be running a suite of farming courses through the Tumut TAFE. Sue Bulger also advised that the Brungle Tumut Local Aboriginal Lands Council has a small block of land that may be able to be utilised for small farm enterprise.

**NEXT MEETING**

The next meeting will be held on Wednesday 18<sup>th</sup> July, 3.30pm.

**CLOSED:**

The meeting closed at 11.00am.



**MINUTES  
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 09 MAY, 2018****Aboriginal Liaison Committee*****DRAFT* Terms of Reference**

ToR No: SVC-TofR-[ ]-[ ]  
(Number to be obtained from CSO)

**1. NAME**

The name of the Committee is the Aboriginal Liaison Committee.

**2. STATUS**

Being an advisory committee, the Aboriginal Liaison Committee does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council.

**3. DELEGATION**

All decisions of the Committee will, therefore, constitute recommendations to Council and other major stakeholders where relevant.

**2. PURPOSE**

The purpose of the committee is to:

- Provide a forum for discussion between Council and the Aboriginal Community of the Snowy Valleys Council on key issues.

**3. OBJECTIVES OF THE COMMITTEE**

The Aboriginal Liaison Committee is a committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

- To report on activities and functions in the community.
- To raise the profile of aboriginal issues within the Shire.
- To facilitate partnerships with Aboriginal organisations and community members in the Council to assist in the delivery of the Community Strategic Plan.

**4. DECISION MAKING**

It is intended that the Committee will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item the recommendation to Council should note the dissenting views.

**5. MANAGEMENT AND OPERATION OF THE COMMITTEE****a) STRUCTURE / MEMBERSHIP**

The Committee shall be comprised of four citizen/community representatives, the General Manager or nominated delegate and one Councillor. It is desirable that there is a representation from the entire Shire, a reasonable gender balance and age distribution on the Committee.

**b) APPOINTMENT AND SELECTION OF MEMBERS**

Insert policy number here

Page 1 of 6

Adopted:

**MINUTES  
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 09 MAY, 2018**

The Snowy Valleys Council will call for applications from community members within the Council area for all community member positions.

The applications will be assessed on their merit and suitable persons will be appointed to the Aboriginal Liaison Committee by Snowy Valleys Council. Persons can be self-nominated, or can represent a group or organisation.

**c) TERM**

The term should initially be for four years in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Aboriginal Liaison Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

**d) CHAIRPERSON**

The Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

The Deputy Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

**e) SECRETARIAT**

A staff member from Snowy Valleys Council Community Development Team shall perform the Secretariat duties for the Committee.

**f) COUNCIL STAFF MEMBERS ON COMMITTEES**

Snowy Valleys Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights

**MINUTES  
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 09 MAY, 2018**

- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.

**g) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

**h) QUORUM**

A quorum of the Committee will be 4 of appointed voting members present.

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) continue as an Inquorate discussion (refer 5i).

**i) INQUORATE MEETINGS**

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes. The members present at an inquorate discussion cannot put or carry any motion or resolution.

**j) DECISIONS AND VOTING**

The Committee's business is conducted on a simple majority vote by those appointed members present.

Each appointed member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.

The Committee shall make recommendations to Council on matters that relate to the objectives of the Aboriginal Liaison Committee for the Snowy Valleys Shire. Only those Councillors appointed to the Aboriginal Liaison Committee have voting rights.

**k) ATTENDANCE OF NON MEMBERS**

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

Insert policy number here

Page 3 of 6

Adopted:

**MINUTES  
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 09 MAY, 2018****I) WORKING GROUPS**

The Committee is able to form a Working Group as required to address specific issues or undertake specific activities. The Working Group must report to each Committee meeting.

Non-members may be co-opted to a working group. A member of the Committee shall act in the capacity of Chairperson of the working group.

The Committee shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed.

**6. COMMITTEE OPERATION AND MEETINGS****a) MEETINGS**

Meetings will be held ~~quarterly~~ ~~bi-monthly~~ at 3.40.30pm on the third Wednesday of the month, at the Riverina Highlands Building, Tumut.

**b) SPECIAL MEETINGS**

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

**c) NOTICE OF MEETINGS**

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by a business paper which includes an agenda for the meeting, minutes of the previous meeting and any reports to the Committee.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least three working days prior to the meetings.

A minimum of twenty four hours notice shall be given for any Special meetings of the Committee.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council office, Council website and libraries.

**d) MINUTES**

Minutes shall be kept of all meetings of the Committee and any working group. Each Committee members will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee if recommendations are included.

**e) MEETING PROCEDURES AND PROTOCOL**

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

**7. SUPPORT AND RESOURCING THE COMMITTEE**

**MINUTES  
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 09 MAY, 2018**

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes) to support the function of the Committee and any working groups.

**8. MEDIA COMMENT AND CONFIDENTIALITY**

The Committee has no delegated authority to make comments to the media on behalf of the Committee without the express permission of the General Manager.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

**9. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES**

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

**10. AMENDING THE TERMS OF REFERENCE**

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

**11. DISSOLUTION**

Council may at any time dissolve the Committee.

**12. LIABILITY OF MEMBERS**

In accordance with Division 2 Section 731 of the Local Government Act 1993, 'A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

**13. SUPERSEDING POLICY NO AND TITLE**

Aboriginal Liaison Committee Terms of Reference, ToR No: 01, Version: 1.4

**14. TERMS OF REFERENCE PREPARED AND AMENDED BY:**

Insert policy number here

Page 5 of 6

Adopted:

**MINUTES  
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 09 MAY, 2018**

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Coordinator Community Development

**15. HISTORY TABLE**

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			

**11. MINUTES OF COMMITTEE MEETINGS**

11.2 MINUTES - TUMUT SALEYARDS COMMITTEE MEETING HELD 30 APRIL, 2018

File/Trim Ref: D18/3162

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**Recommendation:****That Council;**

1. **Accept the Minutes of the Tumut Saleyards Committee Meeting held on Monday 30 April 2018.**
2. **Adopt the Saleyard Committee Terms of Reference with the one change to section 7 (a) to read “Two (2) livestock producer representatives”**
3. **Divert the intended funds to be used for the review of Saleyards Operations towards a means of accurately capturing throughput of the Saleyards.**

**Attachments**

- 1 Minutes - Tumut Saleyard Committee Minutes held 30 April 2018 [↓](#)

**MINUTES  
SALEYARDS COMMITTEE**
**MONDAY, 30 APRIL, 2018**
**MEETING COMMENCEMENT:** 5:35pm

**SY01. RESOLVED** that Mayor James Hayes chair the meeting.

**PRESENT:**

<b>Participants:</b>	<b>Present:</b>	<b>Apology:</b>	<b>Absent:</b>
Mayor James Hayes	✓		
Director Assets and Infrastructure – Matthew Christensen	✓		
Michael Neyland - IW			✓
Rob Stubbs - Agent	✓		
Kerry Kell - Producer			✓
Anthony Day - Producer	✓		
Neil Hartshorn - Resident	✓		
David McGruer - Producer	✓		
Chris Annetts – Agent	✓		

**APOLOGIES:**

Nil.

**CONFIRMATION OF MINUTES:**
**SY02. RESOLVED** that the minutes of the **Saleyards Committee** held on **27 March 2018** be accepted as read.

D McGruer / R Stubbs

**BUSINESS ARISING FROM MINUTES:**

1. The committee requested an update on the status of Council's engagement of a consultant to undertake a review of yard operations. Matthew Christensen advised that due to staff movements that the engagement of a consultant was a low priority, but would be followed up with the engagement of a suitably qualified person to the Parks and Property Role.
2. The committee enquired as to the status of Council ensuring that all usage fees were being collected from non-agent users of yards. The request was taken on notice.

**DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS**

Nil.



**MINUTES  
SALEYARDS COMMITTEE****MONDAY, 30 APRIL, 2018****COMMITTEE REPORTS:****SAL1. Saleyard Committee Terms of Reference Review(.)****RECOMMENDATION**

**That Council adopt the Saleyard Committee Terms of Reference with the one change to section 7 (a) to read “Two (2) livestock producer representatives”.**

A Day / N Hartshorn

**SAL2. Tumut Saleyard - Financial Report April 2018 (.)**

The committee questioned the accuracy of the results shown in the table given concerns raised of use without reporting to Council. The committee members noted instances whereby stock was being held in months that had very little recorded use.

**SY03. RESOLVED**

1. That the Committee note the report.
2. A report be brought to the next Saleyards Committee Meeting with regards to proposed actions to improve the accuracy of the data.

A Day / C Annetts

**RECOMMENDATION**

**That Council divert the intended funds to be used for the review of Saleyards Operations towards a means of accurately capturing throughput of the Saleyards.**

A Day / C Annetts

**GENERAL BUSINESS:**

1. Some of the water lines to troughs in the yards had burst during frosts last year, and it was enquired if they had been repaired, and if the water would be turned off to the troughs this year to avoid further breaks.
2. Elm Suckers are prevalent in the area of the scale house. These should be removed before they cause further issues.
3. The lid of the trough in Pen 136 has been sitting on the ball cock of the watering system.
4. It was suggested that Council look at alternatives ways the yards can be used, such as use of yards by other stock producers for sales.

**MINUTES  
SALEYARDS COMMITTEE**

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**MONDAY, 30 APRIL, 2018**

**NEXT MEETING**

The next meeting date is scheduled to be held Monday, 9 July 2018.

**CLOSED:**

The meeting closed at 6:31pm.

**MINUTES  
SALEYARDS COMMITTEE**

**MONDAY, 30 APRIL, 2018**



**Saleyard Committee  
DRAFT Terms of Reference**

ToR No: SVC-TofR-04-2

**1. NAME**

The name of the Committee is the Saleyard Committee.

**2. STATUS**

The Saleyard Committee is an advisory committee to Snowy Valleys Council. Being an advisory committee, the Saleyard Committee does not have executive power or authority to direct staff.

**3. DELEGATION / AUTHORITY**

All decisions of the Committee will, therefore, constitute recommendations to Council and other major stakeholders where relevant.

**4. PURPOSE**

The purpose of the committee is to:

- Provide appropriate advice and recommendations on matters relevant to the Tumut Saleyards;
- Provide a forum for discussion of Saleyard related issues;

**5. OBJECTIVES OF THE COMMITTEE**

The Saleyard Committee is a committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

The Committees objectives are to recommend to Council a Capital Improvement Program as well as management issues.

**6. DECISION MAKING**

It is intended that the Committee will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item the recommendation to Council should note the dissenting views.

**7. MANAGEMENT AND OPERATION OF THE COMMITTEE**

**a) STRUCTURE / MEMBERSHIP**

The Committee shall be comprised of five (5) citizen/community representatives, the General Manager or nominated delegate and one (1) Councillor. It is desirable that there is a representation from the entire Shire, a reasonable gender balance and age distribution on the Committee.

The Committee shall comprise:

- One (1) Councillor representative
- One (1) TSC staff representative appointed by the General Manager
- One(1) representatives from local Stock and Station Agents
- ~~One (1)~~ Two (2) livestock producer representatives

**MINUTES  
SALEYARDS COMMITTEE****MONDAY, 30 APRIL, 2018**

- One (1) member of the public representative
- One (1) other

**b) APPOINTMENT AND SELECTION OF MEMBERS**

The Snowy Valleys Council will call for applications from community members within the Council area for all community member positions.

The applications will be assessed on their merit and suitable persons will be appointed to the Saleyard Committee by Snowy Valleys Council. Persons can be self-nominated, or can represent a group or organisation.

**c) TERM**

The term should initially be for four years in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Saleyard Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

**d) CHAIRPERSON**

The Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

**e) SECRETARIAT**

A staff member from Snowy Valleys Council shall perform the Secretariat duties for the Committee.

**f) COUNCIL STAFF MEMBERS ON COMMITTEES**

Snowy Valleys Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights;
- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.

**g) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the

**MINUTES  
SALEYARDS COMMITTEE****MONDAY, 30 APRIL, 2018**

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matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

**h) QUORUM**

A quorum of the Committee will be half of the appointed voting members present plus one (a simple majority).

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) continue as an Inquorate discussion (refer 6i).

**i) INQUORATE MEETINGS**

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes.

The members present at an inquorate discussion cannot put or carry any motion or resolution.

**j) DECISIONS AND VOTING**

The Committee's business is conducted on a simple majority vote by those appointed members present. Each appointed member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.

The Committee shall make recommendations to Council on matters that relate to the objectives of the Saleyard Committee for the Snowy Valleys Shire.

Only the Councillor appointed to the Saleyard Committee have voting rights.

**k) ATTENDANCE OF NON MEMBERS**

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee with prior notification.

**l) WORKING GROUPS**

The Committee is able to form a Working Group as required to address specific issues or undertake specific activities. The Working Group must report to each Committee meeting.

Non-members may be co-opted to a working group. A member of the Committee shall act in the capacity of Chairperson of the working group.

**MINUTES  
SALEYARDS COMMITTEE****MONDAY, 30 APRIL, 2018**

The Committee shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed.

**8. COMMITTEE OPERATION AND MEETINGS****a) MEETINGS**

Meetings will be held three (3) times per annum at 5.30pm at the Riverina Highlands Building.

**b) SPECIAL MEETINGS**

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

**c) NOTICE OF MEETINGS**

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by a business paper which includes an agenda for the meeting, minutes of the previous meeting and any reports to the Committee.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least three working days prior to the meetings.

A minimum of twenty four hours' notice shall be given for any Special meetings of the Committee.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council office, Council website and libraries.

**d) MINUTES**

Minutes shall be kept of all meetings of the Committee and any working group. Each Committee members will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

A copy of the minutes will be supplied to Council before its next meeting following that of the Committee if recommendations are included.

**e) MEETING PROCEDURES AND PROTOCOL**

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

**9. SUPPORT AND RESOURCING THE COMMITTEE**

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes to support the function of the Committee and any working groups.

**10. MEDIA COMMENT AND CONFIDENTIALITY**

**MINUTES  
SALEYARDS COMMITTEE****MONDAY, 30 APRIL, 2018**

The Committee has no delegated authority to make comments to the media on behalf of the Committee without the express permission of the General Manager.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

**11. FINANCE**

For Committees who hold funds with Council:

A record of the financial transactions of the Committee will be maintained by Council's finance team and reported to the committee at each meeting.

Receipting, purchasing and tendering of goods and services shall be conducted in accordance with Council's internal financial control procedures.

**12. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES**

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

**13. AMENDING THE TERMS OF REFERENCE**

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the Meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

**14. DISSOLUTION**

Council may at any time dissolve the Committee.

**15. LIABILITY OF MEMBERS**

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

**MINUTES  
SALEYARDS COMMITTEE****MONDAY, 30 APRIL, 2018**

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**16. SUPERSEDING POLICY NO AND TITLE**

Saleyard Committee Terms of Reference No. 14, Version 1.5  
Saleyard Committee Terms of Reference No. 14, Version 1.6  
Saleyard Committee Terms of Reference - SVC-TofR-004-01

**17. TERMS OF REFERENCE PREPARED AND AMENDED BY:**

DES/Parks & Property Officer

**18. HISTORY TABLE**

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0	22 September 2016	M114/16	01/07/2020
2.0			



**11. MINUTES OF COMMITTEE MEETINGS**

11.3 MINUTES OF THE TUMBAFEST ANNUAL GENERAL MEETING HELD 2 MAY 2018

File/Trim Ref: D18/3213

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**Recommendation:**

**That the Minutes of the TumbaFest Annual General meeting held on 2 May, 2018 be received and noted.**

**Attachments**

- 1 Minutes - TumbaFest Annual General Meeting held 2 May, 2018 [↓](#)
- 2 Annual Report [↓](#)



**TUMBAFEST ANNUAL GENERAL MEETING MINUTES**  
**COUNCIL CHAMBERS**  
**2<sup>nd</sup> May 2018**

**MEETING COMMENCED:** 5.13pm

**PRESENT:** Martin Burke, Donna May, Richard Cottam, Elvie Yates, Doug Gee, Desley Kendall, Marilyn Fredricks, Jackie Lauder, Irene Lauder, Julia Ham, Helen Taylor, Ed Lauder, Julie Giddings, Martin Brown, Chris Blake, Sue Goldspink, Allison Dennis, Tash McQueen, Peter McQueen

**APOLOGIES:** Aylish Brice, Tracy Wiggins

**1. CONFIRMATION OF PREVIOUS TUMBAFEST AGM MINUTES:**

**Moved:** Chris Blake

**Seconded:** Jackie Lauder

**2. REPORTS:**

**Presidents Report** – see attached Annual Report, presented by Donna May

**Moved:** Donna May

**Seconded:** Allison Dennis

**Annual Report** – presented as attached by Tash McQueen.

The annual report will be finalised and submitted, and presented to Council and become a public document. Any additional feedback will be considered by the future committee for

Annual report feedback:

- Seek to address the negative comments from the surveys within the annual report. Note them being addressed for future years, or comment as to why those comments have been previously considered and why it hasn't been achieved previously. Address in positive terms.

- Receive some data from local business and accommodation to substantiate the financial impact and general success of Tumbafest.

**Moved:** Tash McQueen

**Seconded:** Donna May

**Financial Statements** – presented as attached in Annual Report by Peter McQueen

Reported close balancing, significant cash surplus and achieving or exceeding generous targets as being a great success for Tumbafest 2018. Various items explained and questions addressed at the meeting.

Projected event cash reserves noted, with recommendation that the committee determine a process over the coming months to spend some of this cash surplus on capital improvement items.

**Moved:** Peter McQueen

**Seconded:** Julie Giddings

### **3. ELECTION OF BEARERS:**

Donna May declared all position vacant and called for nominations, Julie Giddings chaired the meeting during election of positions.

- **President:** Donna May (*in office until Donna moves away from Tumbarumba*)  

<b>Moved:</b> Richard Cottom	<b>Seconded:</b> Chris Blake
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- **Vice President:** Martin Burke  

<b>Moved:</b> Donna May	<b>Seconded:</b> Jackie Lauder
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- **Event Coordinator:** - *deferred to ordinary business*
- **Secretary:** - *deferred to ordinary business*
- **Treasurer:** - *deferred to ordinary business*
- **Councillor Representative:** Julia Ham (Bruce Wright, vice)
- **Coordinator Tourism & Economic Development:** Tash McQueen (ex officio)
- **Committee Members:**

Allison Dennis	Julie Giddings
Aylish Brice	Marilyn Fredricks
Chris Blake	Martin Brown
Desley Kendell	Peter McQueen
Ed Lauder	Richard Cottom
Helen Taylor	Sue Goldspink
Irene Lauder	Tracy Wiggins
Jackie Lauder	

All positions were nominated and unanimously carried.

**4. GENERAL BUSINESS:**

Nil – any items carried over to ordinary meeting.

**Meeting Closed:** 5:50pm

**Next Meeting:** Wednesday 17<sup>th</sup> April 2019 (TBC)



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## EXECUTIVE SUMMARY

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Bendigo Bank Tumbafest 2018 was held on Saturday 24<sup>th</sup> and Sunday 25<sup>th</sup> February, with the festival celebrating its 21<sup>st</sup> year in 2018.

Natasha Borschmann was contracted as the Event Coordinator for the first time this year and worked with the Event Committee to ensure a successful delivery of the Festival. Natasha has compiled this final report of Tumbafest 2018 in consultation with the Event Committee for presentation to Snowy Valleys Council and other key festival stakeholders.

Bendigo Bank commenced a new three year sponsorship as naming sponsor to the Festival while maintaining their ongoing support as Main Stage sponsor in 2018. Snowy Valleys Council also continued their ongoing support as a major sponsor through cash and in-kind support. Snowy Hydro continued their support of the big screens, while IGA carried on as sponsors for the Bar Tent. For the first time this year, Costa Berries came on as major sponsors, supporting the Cooking Demonstration Tent.

The Bendigo Bank Main Stage entertainment was a highlight of the Tumbafest program once again this year with Russell Morris headlining across both days of the Festival. Engaging a headline act for both days proved to be a popular choice following on from the success of Tumbafest 2017 which featured Wilbur Wilde & the Troublemakers, ft. Frankie J. Holden on Saturday and Wendy Matthews on Sunday.

Tumbafest received Destination NSW Regional Flagship Event Program funding through the Event Development Fund this year. These funds were used to undertake a targeted campaign aimed at the 'grey nomad' caravan market. The print and digital campaign proved to be highly successful in not only boosting attendance at this year's festival but also lifting the profile of the event. It is expected that the full result of this campaign will continue to be felt over the next couple of years.

A very ambitious ticket sales figure of \$70,000 was set by the Committee prior to the Festival and this was exceeded with a final result of \$70,232. The additional funding received from Destination NSW to undertake the caravan campaign, along with the popularity of Russell Morris significantly contributed to these substantial sales.

The Tumbafest Markets were one of the biggest yet, and the addition of a new temporary bridge allowed for better use of the venue at the Albury Street end of Hammonds Lane. Overall feedback from stallholders was positive, despite some packing up earlier on Sunday due to the poor weather.

The range of cuisines and type of food and non-alcoholic beverage available this year in the food stalls was fantastic.

Overall, feedback from festival attendees and other key stakeholders was very positive for the 2018 event.

## 1. BACKGROUND

---

Natasha Borschmann was contracted by Snowy Valleys Council for the first time this year, to undertake the organisation of Bendigo Bank Tumbafest 2018.

Under the direction of the Tumbafest Event Committee, Natasha was contracted to provide event coordinator support to the Committee to ensure the 21<sup>st</sup> year celebrations were successful and profitable. Natasha was also the main contact for the Festival which provided a consistent and streamlined operation.

### 1.1. Contract Deliverables

#### *Marketing and Promotion*

- Develop a marketing plan
- Prepare all advertising and placement
- Update and maintain Tumbafest website
- Prepare media releases leading up to and during Tumbafest activities and events
- Liaise with local business and community groups to maximise local impact of Tumbafest activities and events
- Ensure updated material on Tumbafest activities and events are available to the public and visitors to the region

#### *Funding*

- Following consultation with relevant sub-committees, establish an annual sponsorship target and operating budget for Tumbafest activities and events
- Develop and maintain effective partnerships with sponsors and stakeholders
- Working closely within the allocated budget provided by the Tumbafest Committee
- Regularly monitor and report on income and expenditure at committee meetings
- Research and identify funding and grant opportunities and prepare submissions and applications as required

#### *Administration*

- Maintain records in accordance with Committee Guidelines
- Maintain all databases relevant to the Committee
- Prepare documents and correspondence for the Committee including general letters, memos, basic/routine legal documents, fortnightly and weekly performance progress reports as determined by the committee, project plans, risk management, flyers, and posters
- Develop schedules, roles, responsibilities and timeframe for committee and volunteers



- Attend all committee meetings in Tumbarumba monthly, fortnightly and weekly according to urgency of Tumbafest arrangements
- Work and liaise with the Tumbafest committee on all aspects of the activities and events
- Develop Risk Management strategy for Festival
- Arrange and attend meetings with key stakeholders
- Work closely with the committee and Snowy Valleys Council staff to ensure the event is delivered to the highest standard
- Be in attendance for the duration of Tumbafest events (prelude and actual)
- In conjunction with the committee, provide a complete debrief of activities and events including a final report to be presented to Council
- Be contactable as the principal point of contact via email, phone or fax for the full organisation period

The Events Coordinator was employed by Snowy Valleys Council and reported directly to the Tumbafest President.

The fees associated with the employment of the Event Coordinator were paid from Tumbafest funds. Snowy Valleys Council provided in-kind festival support in the form of office workspace, phone and Council network connection, as well as access to Council's administrative resources such as mail, telephone, photocopier, etc.

The Tumbafest Event Coordinator position was responsible for overseeing and coordinating long-term and strategic issues, year-round festival operations, and most aspects of the organisations activities during the festival. The Event Coordinator was responsible for preparing the Tumbafest Strategic Plan 2018-2022, which was adopted by the Committee in July 2017.

The 2018 Tumbafest Committee paid the Event Coordinator an agreed monthly fee for the contracted period. The cost to the festival in contracting fees was \$14,940 (incl. GST).

This paper reports on the achievements of the Tumbafest objectives in 2018. It also makes recommendations for the coordination of Tumbafest in 2019.

## 2. GOVERNANCE OVERVIEW

---

Tumbafest currently operates under a Section 355 Committee of Snowy Valleys Council with the following organisational structure:

### 2.1. Festival Committee

The Festival Committee consists of a least 10 members and is responsible for strategic and financial planning, policy, coordinating the overall festival program and developing and implementing operational aspects of the festival.

Committee members are elected on an annual basis, as are the President and Vice President. Committee roles and responsibilities are defined, and committee members are assigned specific areas of the festival.

Minutes of Tumbafest meetings are sent to Council's records department for electronic logging.

#### 2018 Tumbafest Committee

Allison Dennis	Jackie Lauder	Martin Burke
Aylish Brice	Julie Giddings	Peter McQueen
Bruce Wright	Julia Ham	Richard Cottam
Chris Blake	Marilyn Fredericks	Sue Goldspink
Donna May	Marney Pertzelt	Tash Borschmann
Ed Lauder	Martin Brown	Tracy Wiggins

The 2018 Tumbafest Committee worked well together and this was evident in the planning, prelude event and over the festival weekend. There was a strong feeling of ownership with all major decisions being decided and voted on at regular committee meetings. The Tumbafest committee met monthly from April through September, fortnightly from October through December and this increased to weekly meetings during January and February.

The meeting venue for the Tumbafest committee was at the Snowy Valleys Council, Tumbarumba Chambers which was appropriate and worked well for the Committee.

The Events Coordinator continued to be responsible for the secretarial duties which worked well in 2018 and also liaised closely with Snowy Valleys Council about the treasury role.

The Committee is strongly supported by a network of volunteers including committee partners and past committee members who are invaluable to the success of the operation of the festival. Special mention to Tony a'Beckett for his assistance with the set up and pack down of the festival again in 2018.

## 2.2. Event Coordinator

The Event Coordinator is employed by the Snowy Valleys Council, through funding provided by the Tumbafest budget. The Event Coordinator reports directly to the Tumbafest Committee, and day to day to the President.

The role of the Event Coordinator is to support the Tumbafest Committee, and to ensure that Tumbafest activities are successful and profitable. The Event Coordinator is employed on a contract basis, with deliverables specified in the fields of marketing, promotion and administration.

### 3. PRESIDENTS' REPORT

---

The 21<sup>st</sup> Tumbafest achieved that now familiar moment where it entirely eclipses all the work that goes into the preparation for the event. Even when the rain came down, it did not dampen the spirit.

For our first performer we were lucky to have a local girl, Jessica Moroney, and this was made even more special when her partner, Clayton, proposed on stage – What a way to open our 21<sup>st</sup> Tumbafest.

Like last year the festival was formally opened by Greg Aplin. We had an incredible line-up of artists this year and our guests appeared to enjoy all the performances. Having Russell Morris and his band perform both Saturday and Sunday helped boost the number of weekend tickets sold.

One of the Committee's aims was to entice people to stay for the weekend or longer. The number of caravans this year was amazing with 10 caravans staying up at the Golf Club and the Caravan Park overflowing onto the sports oval and all other accommodation booked out. We certainly achieved our goal. With the advertising placed in the Caravanning magazines I am sure that it will pay off even more for Tumbafest 2019.

The number of market stalls was excellent, with a large variety on offer and having the bridge over the creek made it easy access for those wanting to wander around the stalls. Our food choices were varied with vendors offering a great range of cuisines.

At the centre of all this is our dedicated committee and their partners, our volunteers and the Sponsors. The tremendous support Tumbafest have from these people is what makes this festival happen year after year. It is a great achievement to both the past and the present committees to have Tumbarumba celebrating its 21<sup>st</sup> festival. The longevity of the festival shows the strength of our community and what our wonderful town has on offer.

This was the first year with our new main Sponsor "Bendigo Bank" the support and generosity is fundamental to the event and I am sure they will enjoy a long association.

To the sponsors who have continually supported the event and the new sponsors who are only beginning their association with the festival - your support and kind generosity is appreciated as without the sponsorship and support the event wouldn't happen.

I would also like to acknowledge the support of the Snowy Valleys Council and the ongoing interest they have in providing assistance to the committee and the event.

I would also like to thank Mannus Correctional Centre for their continual support in setting up and pulling down of the festival. They work hard to ensure that the seating and grounds are ready, their help is invaluable.

Tash – a huge thank you, you provided smooth sailing this year as our Festival Co-ordinator.

I would like to thank my fellow committee members for the sacrifices they have made with their time and efforts, they have truly gone above and beyond. Thank you to all!!!

As this year's President I am honoured and grateful to have been a part of this festival. It has been an incredibly rewarding experience and I thank you all for your support and dedication to this amazing event.

**Donna May**

***Tumbafest President***

## 4. SUMMARY OF OUTCOMES ACHIEVED

### 4.1. Bendigo Bank Main Stage

#### Objectives

- To provide high quality entertainment for key target audiences.
- Ensure that the Main Stage Program is the “hook” to attract attendances and maximise gate takings
- Generate pre-event publicity through the use of performers.

As with previous years, the Tumbafest Committee continued to offer a varied musical program on the Bendigo Bank Main Stage for the 2018 Festival. Building upon the success of more recent years, ‘Blues Sunday’ was continued again this year.

In 2017, for the 20<sup>th</sup> Anniversary year two headline acts were featured on the main stage, and the Committee continued this with a headline act across both days in 2018.

The Committee were successful in engaging Russell Morris for a competitive rate for both Saturday and Sunday of the 21<sup>st</sup> year.

The remainder of the line-up was a combination of local and regional performers, and included:

#### Saturday

- Jessica Moroney
- Tumbarumba Pipes & Drums
- Eastbound Buzz
- Warde Elliott
- Harry Hookey
- Russell Morris (headline act)
- Velvetsmyle

#### Sunday

- Praisefest
- Simon Leamon “Big Erle”
- Moreland City Soul Revue
- Richard Perso
- Russell Morris (headline act)
- Jesse Valach

The overall survey results (see Appendix C) were favourable of the main stage entertainment this year. There was however, some feedback regarding the genres of music, some indicating they would prefer Country rather than Blues on Sunday, and a younger demographic of music would draw a greater, younger crowd.

Leigh Ryan was engage by the Committee again in 2018 as the Stage Manager and Master of Ceremonies, which proved to be highly successful this year.

Audio is essential to the success of the festival, this was outsourced to Riverina Audio and Light, and backline was provided by Allison Music in Wagga, partnerships which have been formed for many years now.

Introduced in 2014, the big screens sponsored by Snowy Hydro again in 2018 proved to be a success this year. It should be highlighted the need to maximise this 'unused' space between acts is essential to delivering the promises made to festival sponsors. SoundFits in Wagga were engaged again to provide the big screens for the festival and Mayfly Media performed in an outstanding manner to deliver the sponsorship video and main stage live feed to the screens.

## 4.2. Costa Berries Cooking Demonstration Tent

### Objectives

- Further develop the festival as a showcase for Tumbarumba Region food and wine.
- Further develop the cooking demonstrations tent to include wine matchings and tastings, and where possible include local produce.

The Committee were successful in securing Costa Berries as a major sponsor for the Cooking Demonstration Tent in 2018. Featuring *River Cottage Australia's* Paul West for the second year running, he proved to be a great hit with the crowd in his highly entertaining demonstrations held twice per day across the weekend.

Partnering with Costa Berries was very successful for the Festival, who also provided berries for use in the demonstration dishes.

Richard Cottam as Tumbarumba Vigneron Association representative, liaised with Paul leading up to the festival to ensure Tumbarumba Wines could be matched to food prepared, and this was highly successful in 2018. Local wine stallholders each had the opportunity to provide a brief presentation for the tasting of their wines to the crowd at the tent.

Feedback from a survey respondent indicated they would like to see the celebrity chef rotated on a biannual basis, this is reasonable feedback and the Committee should be aware of this when engaging a chef for future years.

## 4.3. Children's Entertainment

### Objectives

- Provide quality and fun entertainment and activities for children aged 4-11 years
- Ensure that the children's entertainment program stays within the agreed context of the target market and overall festival goals

It is an ongoing challenge for the Committee to provide entertainment to children and teenage festival attendees. The well-established 'kid's corner' is free to children under 12 years, providing activities such as face-painting, games and shaded sand pit.

'Tony Joes Rides' returned again in 2018 with rides and amusements for children of various ages. Ride fees were applicable to the amusements starting at \$6 per child per ride, with packages also available for \$35 per day or \$50 for the entire weekend.

For the first time at Tumbafest, the Committee engaged 'PumpedUp Parties' to provide Bubble Soccer, Nerf Warz & Twister for Saturday only. This was aimed at older aged children and was free to visitors, at a cost of \$2,000 to the Committee. Due to the cost of the activities, it was trialed on Saturday only. The activities were relatively successful, initially lack of awareness and placement were key barriers, however during the afternoon the festival MC made several announcements noting in particular that it was free and this certainly increased usage. If the Committee were to have 'PumpedUp Parties' return, there would need to be greater planning including earlier confirmation to allow for inclusion in the festival program and consideration of location to increase access and exposure to the event crowd.

Children's entertainment was a topic of feedback to receive some of the greatest negative responses again in 2018 (see Appendix C). Feedback stated, there needs to be more activities for children and entertainment should be more cost effective, as once admission tickets are purchased paying for children's entertainment can result in an expensive weekend or day out. This should be strongly considered by the committee when planning for future years to ensure the festival remains attractive to families with children of various ages.

#### 4.4. Sponsors' Reception

##### Objectives

- Provide an avenue to acknowledge and show appreciation of all sponsors
- Provide a networking opportunity for sponsors, funding bodies and key stakeholders
- Establish the Sponsors Reception as a quality, exclusive event in the Tumbafest program

The sponsors' reception was held in the Costa Berries Cooking Demonstration Tent on the Sunday morning immediately after the first cooking demonstration for the day. Several sponsors and as many committee members as possible attended. While it was a success, greater consideration needs to be given to this aspect of the festival to build and maintain the relationships with festival sponsors.

#### 4.5. IGA Bar & Legends Beer Garden

##### Objectives

- Provide alcoholic and non-alcoholic beverages to festival patrons
- Generate revenue for the festival's operation
- Comply with all licensing requirements

The IGA Bar and Legends Beer Garden was organised and run by the Tumbafest Committee again in 2018. A special thanks is extended to Sue Goldspink who once again organised the large number of volunteers, beverages and rosters for bar staff over the weekend.



In typical Tumbafest set up, chairs and tables were placed along the creek under the trees and this was a very popular place to be over the weekend. The Beer Garden was sponsored by Tumberumba IGA and the Committee was grateful to have the local business as a major sponsor.

After some negotiations with the terms of the liquor licensing requirements initially, including strictly no access to the creek and limitations on the number of drinks to be sold after 4pm, the festival was incident free. Festival security were very happy with the weekend's activities.

The bar took \$22,136 for the weekend, feedback from the Committee was the Saturday was the biggest ever experienced, the overall drop in sales was caused by the cool, wet weather experienced on the Sunday. The great financial result was despite Tumut River Brewing Company having a stall for the first time this year. Additional consideration for future years must be liaising with Batlow Cider and Tumut River Brewing Co. prior to the festival to ensure parity of prices.

From the survey data (see Appendix C) overall visitors were happy with the range and price of beverages available, 30% of respondents were very satisfied while 28% were satisfied. Value for money was a topic of negative feedback again this year, some respondents noting festival entry should include a drinks voucher. This was however not supported by the overall negative responses given to prices of beer/spirits in Question 13 of the survey (see Appendix C) with only 3% of respondents rating they were highly dissatisfied with the bar prices and 3% were dissatisfied.

#### 4.6. Wine Courtyard

##### Objectives

- Provide an opportunity for local vignerons and wine makers to showcase local wines
- Inform and educate audiences on local wines

The Wine Courtyard was very popular with festival patrons again in 2018. The number of stalls was up on previous years with six wine stalls and two cider/beer stalls. Batlow Cider held a stall again this year, as they have done for the last few years. Due to redevelopment works carried out by Council in the festival venue during the year, alterations had to be made to the layout of the wine courtyard, which included the five bay marquee plus 'avenue' to the remaining three stalls.

The significant change to the wine courtyard was the inclusion of Tumut River Brewing Company for the first time this year. Their initial application was met with mixed response from the Committee, with some members concerned about the risk the brewery posed to festival bar sales. After much consideration it was decided to accept their application.

The outcome was they sold out on Saturday afternoon and the bar sales were not significantly impacted and were in fact up on Saturday from 2017.

Sales across the board for the wine, cider and beer stalls, along with the festival bar were down on Sunday due to the poor weather conditions. Balanced with the bumper day on Saturday the overall result for most was just less than overall sales in 2017.

Feedback from wine stallholders again this year was the tent was far too noisy and the music is too loud to hold conversation with visitors interested in learning more about the local wines. A suggestion was made by a couple of stall holders whether an alternate site could be identified for the wine courtyard. One option for consideration could be on the other side of the creek along from the main stage, this would mean stallholders have vehicle access (via the oval) and the tent would be facing the same direction as the main stage. This and other alternatives should be investigated and considered for the 2019 festival.

#### 4.7. Market & Food Stalls

##### Objectives

- Offer quality and unique products of interest to key target audiences
- Provide opportunity for local crafts people and stall holders to showcase and sell their products
- Provide shopping and exploring opportunities to extend the length of stay and enjoyment of the festival
- Provide a range of quality and affordable food and beverage to appeal to the target audience

The Tumbafest Markets were one of the biggest yet, and the addition of a new temporary bridge allowed for better use of the venue at the Albury Street end of Hammonds Lane. Overall feedback from stallholders was positive, despite some packing up earlier on Sunday due to the poor weather.

The Committee had a stallholder database from previous years, which made approaching stallholders much easier and more efficient.

Carrying on from previous years, stallholders were also sought via advertising in the Markets & Fairs Magazine. This attracted a large number of enquiries from a wide area. As the festival's markets become more well-known and more established databases are gathered, it is suggested that stallholders be contacted directly via mailing list. This eliminates the need for and cost associated with the Markets and Fairs advertisement. It also provides the Committee an opportunity to better manage interest from stallholders, ahead of the application process.

The combination and variety of market stalls was great this year, however there was some overlap in relation to the clothing and this should be addressed through better screening next year.

The range of cuisines and type of food and non-alcoholic beverage available this year was fantastic. Further consideration is necessary from the committee in 2019 to balance the provision of suitable variety to festival patrons, whilst also being mindful of stallholders and their ability to generate an income/profit from their stall.

A significant change was made to the stallholder application process in 2017 when stallholders were encouraged to apply online through the festival website. While some manual applications are still received, the online process dramatically increases the efficiency of the administrative processes required. These processes were fine tuned to a greater extent this year, making the experience more enjoyable and effective for the festival committee and

stallholders alike. One improvement from last year allowed improved screening of applications, which resulted in very little overlap in food stalls in 2018.

Special mention is made of Julie Giddings, who managed the market stalls again this year with the assistance of Donna May.

Ed Lauder assisted by Jackie Lauder, continued to be responsible for the food stalls and their efforts are greatly appreciated this year despite some challenging circumstances.

Both Julie and Ed worked long hours to ensure all stallholders' requirements were met.

#### 4.8. Merchandise & Information Tent

##### Objectives

- Generate revenue for the festival through sales
- Offer merchandise that will support the ongoing awareness of Tumbafest
- Offer merchandise that will appeal to the target audience

Following the minor re-brand as a result of the naming sponsor changing in 2018, the Committee purchased new merchandise consisting of t-shirts and stubby holders.

Two different designs were purchased for the t-shirts including non-year specific light grey shirts to be also sold in future years. A year specific 2018 edition was created in the same style as 2017 featuring the full main stage line-up and Paul West. These proved to be highly successful with only a few remaining, and following the idea from Jackie Lauder to get Russell Morris to sign each, they sold out almost completely.

The stubby holders were made in three different designs; one non-year specific with a photo of the duck race from 2018 and the festival logo, another was the 2018 line up and the other was the headline acts from all of the years. The duck race stubby holders were very successful, selling out completely. Only some of the year specific items were remaining and these were also signed by Russell Morris and will be subsequently sold at the 2019 festival or during the year at the Tumarumba Visitor Information Centre.

The survey results (see Appendix C) stated that 25% were very satisfied with the quality and range of Tumbafest merchandise, while 34% were satisfied. Only 2% were dissatisfied and no responses were received for highly dissatisfied (down from 4% in 2017).

Jackie Lauder and Marilyn Fredricks were responsible for the merchandise and did a great job over the weekend to ensure all merchandise was well displayed and volunteers were on hand to assist.

\$2,149 was raised from the sale of merchandise (up from \$1,890 in 2017).

## 4.9. Operations

### Objectives

- Ensure the efficient and effective operation of all aspects of the festival within budget constraints.
- Ensure that the festival practices risk management, providing a safe environment for all involved.
- Design and maintain a festival site that is both functional and aesthetically appealing.

### Equipment Hire

For the first time this year RBR Hire from Wodonga provided the hire equipment including marquees, chairs and some tables. The committee were delighted by the cleanliness of the equipment, particularly based on mixed experience in past years. The number of chairs seemed appropriate this year, however the committee should consider hiring or purchasing additional tables for future years.

To assist with the set up in future years, it should be noted that getting the hire equipment here and set up as early as possible on the Friday is essential for ensuring the set up runs smoothly and the assistance of Mannus Correctional Centre can be appropriately utilised.

### Toilet Facilities

In addition to the existing toilet block located in the centre of the festival grounds, the Committee hired a toilet truck from Just Loos from Wodonga again in 2018. This was effective this year, however feedback received from festival surveys (see Appendix C) noted the cleanliness of the toilet truck. This service was provided by JustLoos and should be more closely monitored by the festival committee in future years.

A challenge experienced by the committee this year was securing a cleaner for the fixed toilet block and disabled toilet (hired from Council). Utilising a Council staff proved to be very costly in 2017 due to weekend penalty rates and overtime, therefore this year a cleaner was engaged on a contract basis. Preliminary discussions with Just Loos revealed they are able to provide such a service, however appropriate planning and notice is required for this – something the committee should be mindful for in 2019.

### Security

Following successes in 2017, Master King Security were engaged again this year to provide security to the 2018 festival. There were no incidents, however some committee members noted guards could have been more responsive to some instances such as patrons in the creek. Having a guard on the entertainers' tent was a great success ahead of the headline act.

## Set-up & Pack-down

As with every year, this is a massive part of the festival and depends on the support of the Committee, their partners and very loyal volunteers to ensure it is completed on time. Mannus Correctional Centre also provides inmates to assist each year. They were of great assistance during the set-up on Friday and pull-down on Monday and as a result it was done in record time.

Fencing was organised and set up by Snowy Valleys Council staff again in 2018, this assistance made possible by the in-kind assistance received from Council which is also essential to the success of the festival.

## First Aid

Following challenges in previous years, the Committee sought the assistance of Tumbarumba SES for the provision of first aid services this year. The group were given a central space near the arch bridge to display their emergency vehicles. Due to a miscommunication they were in attendance on the Saturday only, leaving the festival largely without first aid on the Sunday, fortunately there were no incidents, however better communication is essential for future years.

## Waste Management

Snowy Valleys Council was responsible for garbage collection over the festival weekend as part of their in-kind support. Council staff worked extremely hard to ensure the bins were empty and rubbish was collected around the festival grounds.

For the first time this year, the Festival Committee also partnered with Valmar Support Services in Tumut, who provided a tandem trailer and wool bales for recycling across the festival grounds. Due to extensive signage erected around the venue the initiative was a success. With some fine tuning this should be strongly considered again in future years.

## Venue/Site

The Creekscape proved to once again be an ideal venue for Tumbafest. Further consideration should be given to disabled parking areas, however overall patrons observed the signs and spaces were kept available for those that required them.

Due to works carried out by Council as a part of the Creekscape redevelopment the site looked fantastic this year and the road surface was smooth, without any trip hazards whatsoever. While these works did present some challenges, the committee is overall thankful to Council for the outstanding work carried out at the festival site.

## Temporary Bridge Deck

A temporary bridge was installed for the first time this year - near the market area. It was initially planned to have two temporary bridges installed, one near the markets to allow increased use of the Albury Street end of Hammonds Lane, and another near the bar to allow better access around the venue. Extensive investigations were undertaken by Peter McQueen and due to a number of factors, only the market bridge was installed. This proved to be very popular and greatly assisted flow of visitors around the festival grounds, particularly those in wheelchairs and prams. Survey data (see Appendix C) showed 73% of respondents thought it was a great addition with only 2% believing it was unnecessary and 24% were unsure.

Several respondents noted the bar bridge would have been far more successful, further options for this can and should be investigated for future years.

## Community Groups

Each year a number of community groups are engaged to assist with Festival tasks and in return are given a monetary donation. The following groups were engaged in 2018:

- Rotary Club of Tumbarumba (assisted by Interact Club), main gate Saturday and Sunday
- Tumbarumba Community Church, Hammonds Lane gate, Saturday only
- Tumbarumba Australian Rules Football and Netball Club, Albury Street gate, Saturday and Sunday, and Hammonds Street gate Sunday

Tumbafest 2018 donated \$2,200 to these Community Groups for their assistance with tasks over the Festival weekend. This money is well spent and the community groups are vital to the success and safe operations of these important tasks.

## Tickets

Tumbafest 2018 tickets were available for purchase at Tumbarumba Visitor Information Centre, Snowy Valleys Council – Tumbarumba office and online through the festival website and also the Oztix website.

Ticket categories and prices were as follows:

*Early Bird Tickets (if purchased before 5pm, Friday 2 February 2018)*

	Weekend	Saturday only	Sunday only
Adult	\$ 50	\$ 35	\$ 25
Pension	\$ 30	\$ 20	\$ 15
Junior (13-17 years)	\$ 13	\$ 8	\$ 8
SVC/Hyne Timber staff	\$ 45	\$ 30	\$ 20

Children aged 12 and under were free.

*Tumbafest Tickets (available after Friday 2 February and over weekend of Festival)*

	Weekend	Saturday only	Sunday only
Adult	\$ 60	\$ 40	\$ 30
Pension	\$ 35	\$ 25	\$ 20
Junior (13-17 years)	\$ 15	\$ 10	\$ 10

Children aged 12 and under were free.

An additional campaign undertaken in accordance with the 5 year Strategic Plan was to promote a discounted offer to local residents to attend the festival and 21<sup>st</sup> year celebrations of Tumbafest. In partnership with Hyne Timber, Tumbafest offered Tumbarumba Region locals the 'Hyne Timber 2for1 Ticket' which entitled locals to purchase a weekend pass for the cost

of a Saturday ticket – i.e. two days entry for the price of one day. This was promoted via local media and residents received a voucher via post which need to be presented to redeem the offer. This campaign was not as successful as hoped and various feedback was received including some residents never even received their voucher. This could be due to a number of reasons including timing of offer, which was three weeks before Christmas. The Committee may choose to reinvestigate this option for 2019 based on feedback that initiatives should be investigated to make the weekend more cost effective for locals, or they may decide that it will be a one off done in accordance with the updated 5 year Strategic Plan.

#### 4.10. Marketing

##### Objectives

- Deliver an integrated marketing program to maximise awareness and attendance at Tumbafest of the target audiences
- Develop an evaluation program to measure the success and obtain constructive feedback from stakeholders.

Marketing of Tumbafest is vital to the success of the festival and given the size of the event it is a year-round job.

Media partners for 2018 were Southern Cross Austereo (TripleM radio, HitFM radio and NINE TV), Prime7 TV, 2AY Albury and the Tumbarumba Times. These outlets along with other print media outlets were highly successful in targeting audiences throughout the Riverina and Northeastern Victoria.

Other print advertisements were taken out in the Out & About (The Border Mail) and the Snowy Mountains Magazine tourism magazines. Each with accompanying editorial featuring additional details about the Festival.

Tumbafest posters, flyers and programs were distributed throughout Tumbarumba as well as to a large number of Visitor Information Centre's throughout NSW.

The Tumbafest website and social media (Facebook and Instagram) were all a great success this year. The new website developed in 2017 proved to be highly beneficial for securing online purchases and the festival blog was an effective means of communicating with visitors.

Tumbafest was successful in receiving Destination NSW Regional Flagship Event Program funding through the Event Development Fund. These funds were used to undertake a targeted campaign aimed at the 'grey nomad' caravan market. Print and digital advertising was undertaken through Caravanning Australia, Caravan World and The Wanderer magazines and websites. This campaign proved to be highly successful in not only boosting attendance at this year's festival but also lifting the profile of the event. Based on interest received the Committee should strongly consider undertaking a similar campaign again next year to leverage the success of the campaign in 2018.

Please refer to Appendix A for the full marketing plan.

## 4.11. Sponsorship

### Objectives

- Obtain the maximum levels of funding, cash and in-kind support for Tumbafest through sponsorships, partnerships and funding

Sponsorship is vital to the sustainability of Tumbafest. Tumbafest received over \$52,000 in cash and in-kind sponsorship in 2018 which was a fantastic outcome.

Bendigo Bank commenced a new three year sponsorship as naming sponsor to the Festival while maintaining their ongoing support of Main Stage sponsor in 2018. Snowy Valleys Council also continued their ongoing support as a major sponsor through cash and in-kind support. Snowy Hydro continued their support of the big screens, while IGA carried on as sponsors for the Bar Tent. For the first time this year, Costa Berries came on as major sponsors, supporting the Cooking Demonstration Tent.

The Sponsorship Prospectus was sent out to a targeted sponsor list for the 2018 Festival. This gave sponsors the opportunity to consider a variety of sponsorship opportunities.

Please see Appendix B for the full Tumbafest 2018 Sponsorship list.

## 4.12. Financial Summary

Tumbafest 2018 was financially one of the most successful festivals to date, finishing with a healthy profit as shown in Appendix D. A very ambitious ticket sales figure of \$70,000 was set by the Committee prior to the Festival and this was exceeded with a final result of \$70,232. The additional funding received from Destination NSW to undertake the caravan campaign, along with the popularity of Russell Morris significantly contributed to these substantial sales. The significant profit was largely due to the reduced fees for the Event Coordinator in 2018 (half of 2017 fees), who worked with sub-committees established this year to deliver the 2018 Festival.

Please refer to Appendix D for a breakdown of Tumbafest 2018 financials including income, expenditure and balance of reserve. Please note that all figures provided are correct as of 28 April 2018.

### *Outstanding Financial Items to be addressed with Snowy Valleys Council*

The following adjustments have been made to the financials but adjustments have not been made to the Tumbafest accounts in the Council system.

#### *Income*

- Interest income from Council for 2017/18 not yet received: \$1,800 (estimate only)

#### *Expenditure*

- Electricity expenditure pending not yet calculated: \$350 (estimate only)



## 5. CONCLUSION

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Bendigo Bank Tumbafest 2018 was an outstanding success. More than 3,600 people passed through the festival gates over the weekend, with Saturday being one of the biggest to date. This is despite having less than desirable weather forecasts in the week leading up to the festival, and experiencing wet, cool weather on the Sunday.

Feedback from stakeholders including performers, contractors, stallholders, and sponsors has been generally positive, with many already indicating an interest to return for next year. The success of the event is largely due to the commitment and hard work of the dedicated Tumbafest Event Committee.

Russell Morris headlining on the Bendigo Bank Main Stage was a highlight of the Tumbafest 2018 program and huge drawcard for many festival attendees.

Success in securing grant funding from Destination NSW Regional Flagship Event Program through the Event Development Fund was a significant contributor to the success of the marketing activities in 2018. With interest already received for next year, it is expected the full benefit of this campaign will be realised over the coming years.

With a few new changes to the operations of the 2018 festival along with carrying on other previously successful activities, the overall event was a great success. There was feedback and learnings from this year's festival, and this can be used to inform Committee decision for future years.

A very ambitious ticket sales figure of \$70,000 was set by the Committee prior to the festival and this was exceeded with a final result of \$70,232 – financially, this makes Bendigo Bank Tumbafest 2018 undoubtedly the largest event yet.

As the festival prepares to enter its 22<sup>nd</sup> year, Tumbafest continues to be the flagship event on the Tumbarumba calendar, showcasing our spectacular region to visitors. An achievement the committee and community alike should be very proud of.

## **APPENDICES**

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**Appendix A - Marketing Plan**

**Appendix B - Sponsorship Listing**

**Appendix C - Survey Results**

**Appendix D - Financial Report**

## Appendix A - Marketing Plan

### Tumbafest - Marketing Plan 2018

#### 1. About Tumbafest

Tumbafest is an annual festival held in the picturesque town of Tumbarumba in the western foothills of the New South Wales Snowy Mountains. Held on the last weekend in February, it is a premier festival featuring quality music, local food and cold-climate wine.

From humble beginnings in 1997 when the event was first held in the town's main street and the main stage was the back of a truck, the festival has grown into a well-known and well-recognised festival. Today, sponsorship is measured in the tens of thousands of dollar, there is an actual advertising and promotions budget, and food and refreshment stalls are outsourced to cater for the crowds. Performers over the years have included some of Australia's best and since 2005 there has been a paid Event Coordinator to assist the hard-working volunteer committee.

Tumbafest has a clear name and logo, the current logo was redesigned for the 2010 event to more accurately reflect what the festival is all about. This logo is implemented across all marketing and promotional collateral both print and digital, including dedicated event website and social media.

#### 1.1 Enhancing the tourism identity of our region

Tumbafest provides visitors to the region an opportunity to embrace a collection of experiences that make Tumbarumba region distinctive - the people of the region, its industry (viticulture, horticulture and agriculture), its arts (regional performers) and its iconic geography (mountains, lakes, rivers and creeks).

The Tumbafest experience is enriching and entertaining, providing visitors with an understanding of the region's lifestyles and values – reinforcing the identity of the region as relaxing, natural and untapped, ready to discover at their own pace. Tumbafest marketing will continue to capitalise on the key positioning attributes for the region, including nature, mountains and landscapes, escapism, alpine summer activities, discovery, streams and country life in its publicity and promotion.

#### 2. Target Audience

Based on results from visitor surveys, our promotional campaign is aimed at the following demographic and psychographic groups:

**Primary:**

"Baby boomer" couples over 45 years old, empty nesters, mostly retired middle Australia who seek short breaks and like to get away to "nice places". These people travel as couples or with groups of friends and are enthusiastic wine tourists who enjoy quality music across a range of genres. They seek quality festival experiences.

They are a self-drive market and largely travel from within a three hour radius of Tumbarumba from major regional centres such as Wagga Wagga, Albury and Canberra and major townships such as Tumut, Gundagai and Corryong.

A small percentage of this market travel from Sydney – usually timing a visit with friends or relatives with the Tumbafest weekend.

This market is becoming increasingly technologically “savvy”, with increased use of ticket purchasing and program information downloads from the website.

**Secondary:**

Tumbarumba Region locals - who tend to visit the festival in groups with family or friends, often hosting friends and family for accommodation. They seek value for money and have an interest in the local community. They are happy to attend the event because it's on their doorstep and it is the “must do” social event on Tumbarumba’s calendar.

**Tertiary:**

Young Couples and Families - usually within an hour’s drive of Tumbarumba. These groups are seeking the entire festival package and tend to visit for one day of the event.

### 3. Event branding and objectives

The event’s branding statement is:

“Tumbarumba’s annual festival of music, wine and food”

This is achieved through the following objectives:

- Deliver a premier music, wine and food festival that is appealing and relevant to our target audience
- Grow the festival attendance of visitors to the region at a rate of 5 – 10% per annum
- Contribute to the ongoing development of the overall ‘image’ of Tumbarumba Region as a quality tourism destination
- Establish effective partnerships with a range of key stakeholders including government, sponsors and the local community

### 4. Promotional Strategies

Outlined below are the promotional strategies and activities to be used to assist with delivering Tumbafest and ensuring the event reaching its goals. Consistent implementation of these strategies is key to the success of this year’s event and the future growth of the festival.

#### 4.1 Public Relations

- Undertake PR activities, including media releases, offers and competitions,
- Participate in collaborative PR activities with Council, and Destination Riverina Murray,
- Recruit PR & media expertise to support the marketing program (external focus)
- Establish a range of media partners to: increase awareness of Tumbafest; encourage visitation to Tumbafest and the region; help support Tumbafest’s business partnerships and sponsorships, and provide valued in-kind support to any spend,
- List the event on as many calendars of event sites as possible,
- Encourage word of mouth promotions via Committee members giving talks to community groups, individuals, etc., and
- Use social media networks such as Facebook and Instagram to appeal to a new demographic and keep fans / followers updated on the latest Tumbafest news.

#### 4.2 Advertising

- Establish a consistent brand for the festival and develop brand guidelines,
- Develop brand awareness through marketing collateral,
- Produce posters, flyers and programs – distributed regionally,
- Capitalise on the natural assets of the region in promotional material,
- Continuously update the festival's website – [www.tumbafest.com.au](http://www.tumbafest.com.au); and include links on all sponsors, partners and other stakeholders' website where possible,
- Develop Google Ad Words account and refine website optimisation,
- Encourage increased visitation by promotion of key assets of the region on the Tumbafest website and provide linkages to the regional tourism websites,
- Develop a paid advertising program targeted at identified target markets,
- Develop comprehensive advertising briefs for all media,
- Place advertising, and where possible, community service announcements, in targeted media, and
- Establish and maintain an email database of event attendees, media and special interest groups for direct emails and mailing of fliers and other information.

#### 4.3 Sponsorships

- Develop partnerships based on the natural synergies of the sponsor and the festival (target markets/objectives/attributes),
- Develop sponsorship/corporate/business partner packages, tailored to meet the needs of individual sponsors and supporters, and
- Work with sponsors to develop leveraging and cross promotional opportunities that add value to the audience's experience and provide a "win-win-win" outcome (sponsor, Tumbafest and target market).

#### 4.4 Tourism Partnerships

- Establish collaborative relationships with tourism operators that have synergies with Tumbafest; develop collaborative promotions to include value additions for the visitor,
- Work with relevant tourism operators to develop festival packages and offers (tickets, accommodation, and attractions) to increase the length of stay in region and festival related expenditure,
- Brief local Visitor Information Centre (VIC) staff to familiarise them with Tumbafest product,
- Ensure Tumbafest is included in all key regional tourism publications, websites, calendars of events and marketing activities,
- Develop relationships with key tourism partners such as Local Council, Destination Riverina Murray and Destination NSW, and
- Investigate strategies to overcome the accommodation limitations including home stays and shuttle bus services for out-of-town accommodation providers.

#### 4.5 Tourism Industry Support

Tumbafest, along with the region's attractions and natural assets is an integral part of the region's tourism product.

Tumbafest is working with the tourism industry to identify opportunities to offer a blend of regional activities that encourage visitors to increase their length of stay, enjoy a return visit and act as a motivation to draw visitors to Tumbafest and the region.

Currently, this is achieved by:

1. *The development of a strong working relationship with Council's Tourism function*
  - Council's Tumbarumba based Tourism Officer holds a position on the Tumbafest Committee,
  - Tumbafest provides information to Visitor Information Centre (VIC) staff to ensure familiarity with Tumbafest products,
  - Inclusion on Council's tourism website and tourism promotion collateral, and
  - Participation in collaborative promotion opportunities, such as advertising and collateral.

2. *Continual development of the festival's relationship with Destination Riverina Murray and Destination NSW*
  - Inclusion on the Destination NSW website and calendar of events, and
  - Participation in networking and training offered by Destination NSW.
3. *Continue to involve Tumbarumba Chamber of Commerce and tourism operators in the festival's planning and delivery*
  - Work collaboratively with business owners and tourism operators to familiarise them with Tumbafest product and identify ways to develop packages.

#### **4.6 Attendance**

Visitation will be measured by the development of a market research program including:

- Postcode data collected on website ticket sales,
- Postcode capture at all Festival entrance gates,
- Festival survey of Tumbafest visitors, sponsors, stallholders and performers during the event (see attached),
- Festival survey of Tumbafest visitors, sponsors, stallholders and performers conducted online, promoted through website blog and social media (available for one month after event),
- Seek feedback from accommodation providers about occupancy over festival weekend, and
- Provide a post-event debrief to Tumbafest Event Committee, Council and the wider community

#### **4.7 Post Event Evaluation**

The success of the marketing campaign will be measured using the following Key Performance Indicators (KPI's):

##### *Digital Marketing*

- Number of unique visits to Tumbafest website
- Number of festival enquiries directed from the Tumbafest website
- Number of tickets purchased online

Google Analytics can be used to measure traffic to the Tumbafest website and how visitors interact with the site.

##### *Telephone Enquiries*

- Number of telephone enquiries received by the Event Coordinator from visitors requesting information about Tumbafest, and
- Number of telephone enquiries received at the Tumbarumba Visitor Information Centre requesting information about Tumbafest

##### *Radio & Television*

- Number of radio and television interviews in weeks leading up to Tumbafest event,
- Outside radio broadcast from Tumbarumba prior to Festival week involving interviews with committee, artists and sponsors,
- Coverage of event on Tumbafest weekend,
- Post event news stories, and
- Number of media passes requested for Tumbafest weekend.

##### *Print Media*

- Number of articles appearing in Daily Advertiser, Border Mail, Corryong Courier, Tumut & Adelong Times, Tumbarumba Times and other local and regional newspapers,
  - Number of articles appearing in other publications, and
5. Number of media passes requested for Tumbafest weekend.

## 6. Event Marketing Plan - Budget

TUMBAFEST 2018 Marketing Budget				
Activity	Description of activity	Budget (\$)	Actual (\$)	Variance (\$)
<u>Ordinary Tumbafest Marketing Budget</u>				
Banners	Replacement of promotional banners and market flags	2,000.00	2,000.00	0.00
TV		4,200.00	4,954.00	(754.00)
	Southern Cross Austereo (TV - NINE) – Albury		1,225.00	
	Southern Cross Austereo (TV – NINE) – Wagga		1,225.00	
	Prime7 – Wagga & Albury		2,504.00	
Radio		2,500.00	3,636.00	(1,136.00)
	Southern Cross Austereo (radio) – Wagga & Albury		2,536.00	
	2AY Albury		1,100.00	
	Local radio advertising		0.00	
Print Advertising		2,000.00	2,143.86	(143.86)
	Snowy Mountains Magazine		620.00	
	Out & About Magazine		286.36	
	Daily Advertiser		1,237.50	
	Border Mail		0.00	
Website	Website hosting & support, domain registration renewal	800.00	570.00	230.00
Printing		1,500.00	1,166.75	333.25
	Printing - promotion offer flyers		127.75	
	Printing - event poster		342.00	
	Printing - event program/flyer		697.00	
Digital Advertising		2,000.00	500.00	1,500.00
	Development and launch of event application		0.00	
	Paid Social Media Advertising – Facebook		500.00	
<b>Ordinary Budget Total</b>		15,000.00	14,970.61	29.39
<u>2018 Caravan Campaign</u>				
Print Advertising	The Wander Magazine - 6 page feature including famil and editorial (Dec 2017 ed.)	3,800.00	0.00	3,800.00
	The Wander Magazine - half page ad (Jan 2018 ed.)	1,477.00	3,750.00	(2,273.00)
	The Wander Magazine - half page ad (Feb 2018 ed.)	1,477.00	1,477.00	0.00
	Caravan World Magazine - editorial feature (Jan 2018 ed.)	2,400.00	4,200.00	(1,800.00)
	Caravan World Magazine - full page ad (Feb 2018 ed.)	0.00	1,800.00	(1,800.00)
	Caravanning Australia - full page ad and editorial (Summer 2017-2018 ed.)	2,400.00	2,400.00	0.00
Digital Advertising	Caravan World - display advertising (\$400 per 10,000 impressions)	2,000.00	2,000.00	0.00
	CMCA - display advertising (\$400 per 10,000 impressions)	2,000.00	0.00	2,000.00
<b>Caravan Campaign Total</b>		15,554.00	15,627.00	(73.00)
<b>TOTAL MARKETING ACTIVITIES</b>		30,554.00	30,597.61	(43.61)

**7. Event Marketing Plan – Timeline of activities / Promotional Calendar**

<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>
Formation of Committee roles and responsibilities Revision of policies, procedures and operational guidelines Budget review and development Monthly committee meeting	Sponsorship prospectus reviewed Festival Checklist finalised and distributed Monthly committee meeting	Marketing Plan reviewed and adopted Update Event Manual Sponsorship opens Monthly committee meeting	Website development and upgrade Issue media releases Monthly committee meeting
<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
Finalise program, including main stage line-up, cooking demonstrations, children's entertainment Media partnerships negotiated Stallholder applications open Website updated as required Issue media releases Collateral design Print advert design finalised Fortnightly committee meetings	Advertising finalised and booked Issue media releases Website blog updated Fortnightly committee meetings	Tumbafest tickets on sale Poster design and printing Flyer design and printing Print campaign begins Sponsorship finalised Merchandise finalised and ordered Website blog updated Issue media releases Fortnightly committee meetings	Poster and flyer distribution Website blog updated Issue media releases Street banners erected Develop television campaign Develop radio campaign Fortnightly committee meetings Committee Christmas Party and break for Christmas/New Year



<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>
<p>TV and Radio campaigns begin</p> <p>Sponsors Reception invitations mailed out</p> <p>Photography finalised</p> <p>Website blog updated</p> <p>Issue media releases</p> <p>Weekly Committee Meetings</p>	<p>Website blog updated</p> <p>Issue media releases</p> <p>Competitions and promotions</p> <p>Issue media passes</p> <p>Surveys updated and SurveyMonkey subscription paid – February/March</p> <p>Volunteer training (if required)</p> <p>Weekly Committee Meetings</p> <p>Sponsors Reception (held in-conjunction with Tumbafest)</p> <p>TUMBAFEST (last weekend)</p>	<p>Evaluate market research, including analysis of festival data and statistics</p> <p>Prepare event debrief for committee, Council and community</p> <p>Final Committee meeting</p> <p>Committee celebrations</p>	<p>Preparation and presentation of final reports</p> <p>Committee AGM</p>

## Appendix B - Sponsorship Listing

Sponsor Name	Sponsorship level	Sponsorship value - Cash (excl. GST)	Sponsorship value - In-kind (excl. GST)	Total Sponsorship
Tumbarumba Bendigo Community Bank	Naming & Main Stage	15,000	-	15,000
Costa Berry Exchange	Major	1,800	-	1,800
Hyne Timber	Major	10,000	-	10,000
Snowy Hydro	Major	4,800	-	4,800
Snowy Valleys Council	Major	8,000	3,000	11,000
Tumbarumba IGA	Major	1,200	600	1,800
PRD Nationwide Tumbarumba	Gold	1,000	500	1,500
Tumbarumba Bowling Club	Gold	1,500	-	1,500
Apple Transport Services	Silver	800	-	800
Balkin & Damme Smash Repairs	Silver	800	-	800
Bluedime Concrete Pty Ltd	Silver	-	800	800
Bush & Campbell	Silver	800	-	800
D & S Goldspink Automotive	Silver	-	800	800
Hillis Motor Group	Silver	800	-	800
Mayfly Video Production	Silver	-	800	800
National Australia Bank	Silver	800	-	800
Walsh & Blair Lawyers	Silver	800	-	800
Brigham House	Bronze	500	-	500
E.E. Muir & Sons Pty Ltd	Bronze	500	-	500
Lyons Funeral Services	Bronze	500	-	500
Mallacoota Freight	Bronze	500	-	500
Tumbarumba Creek Caravan Park	Bronze	500	-	500
Tumbarumba Golf Club	Bronze	500	-	500
Tumbarumba Pharmacy	Bronze	500	-	500
Tumbarumba Vignerons Association	Bronze	500	-	500
Bergin's Logging Pty Ltd	Legend	500	-	500
Brennan's Earthmoving Pty Ltd	Legend	500	-	500
Hammonds Hardware	Legend	500	-	500
RODP Pty Ltd	Legend	500	-	500
Royans Wagga	Legend	500	-	500
Warren Hulm & Son, Dusty Tree Lopping Service	Legend	500	-	500
Bower Wood Lawyers	Friends of Festival	182	-	182
Gollans Foodworks	Friends of Festival	100	-	100
SGW Financial Services	Friends of Festival	100	-	100
Tumbarumba Milk Supplies	Friends of Festival	-	200	200
<b>TOTAL</b>		<b>55,482*</b>	<b>6,700</b>	<b>62,182</b>

\* variance between cash sponsorship and sponsorship as per Appendix D is Council's contribution (not yet finalised)

## Appendix C - Survey Results

### 2018 SURVEY RESULTS SUMMARY

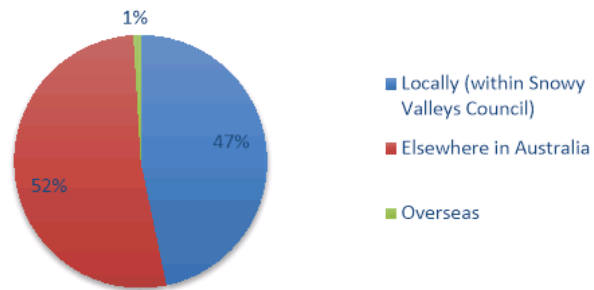
There were 107 respondents to the 2018 Tumbafest survey (201 respondents in 2017, 185 in 2016). Responses to the event were largely positive, 8 respondents specifically providing positive feedback in the comments section of the survey.

Most survey responses are self-explanatory and don't require detailed commentary. Please note that not all respondents answered all questions. Therefore, the total number of responses for each question does not always add up to 201.

#### Question 1, 2, 3 & 4: Where do you usually live?

Over half (52%) of survey respondents were from outside Snowy Valleys Council, including one from overseas, from the United Kingdom.

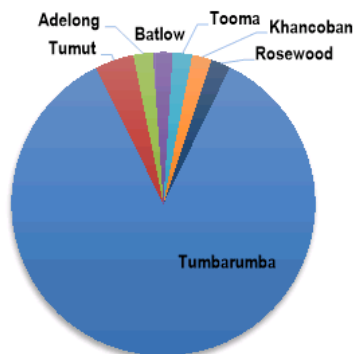
#### Question 1. Where do you usually live?



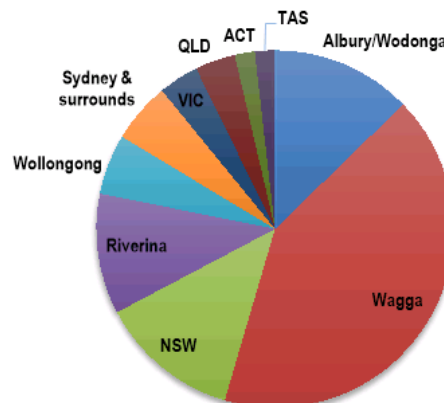
Of the respondents who stated they were from within Snowy Valleys Council, most (85%) were from Tumbarumba (20% of overall respondents). Those who travelled from Tumut, Batlow and Adelong were 4% and 2% respectively, down from 8% for Tumut and 4% for Batlow in 2017.

Almost a quarter (23%) of total survey respondents were from Wagga and a further 6% were from the broader Riverina area. 7% of respondents were from Albury-Wodonga, this is

#### Question 2. Local (within Snowy Valleys Council)



#### Question 3. Elsewhere in Australia



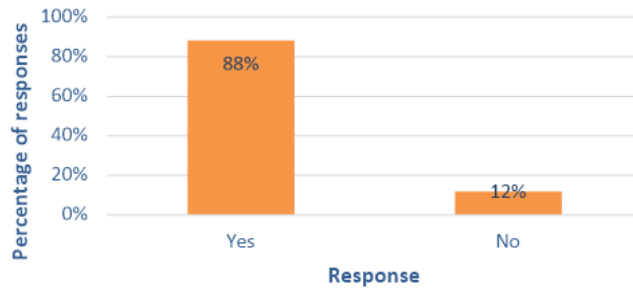
consistent with previous years and the extensive advertising that took place in Wagga and Albury-Wodonga again this year.

**Question 5: Are you visiting the Tumbarumba Region to specifically experience Tumbafest?**

The majority (88%) of survey respondents said Tumbafest was their main reason for visiting Tumbarumba at that time, this was consistent with 2017 (89%).

The timing of Tumbafest means that there is typically a number of people who would have been in Tumbarumba despite the event, such as grey nomads/free campers, fruit pickers and other seasonal workers.

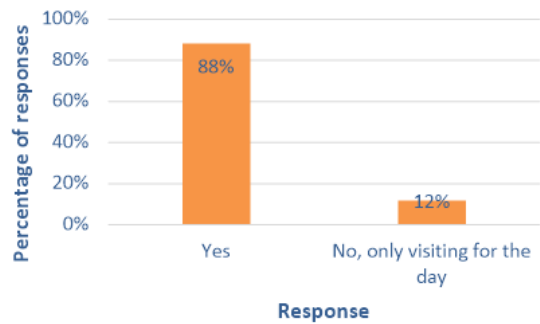
**Question 5. Are you visiting specifically for Tumbafest?**



**Question 6: During this visit, will you stay in the region overnight?**

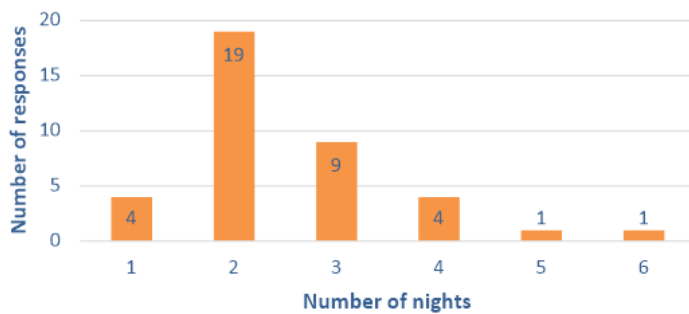
A large number of survey respondents (88%) stayed overnight in the area this year, up from 83% in 2017. Of those who specified how many nights they stayed, responses were 4% for one night, 18% stayed two nights and 14% were here for three or more nights. Two respondents stayed for in the region for a week or longer!

**Question 6. During you visit, will you stay overnight?**



This shows the importance of Tumbafest in extended in the length of stay of visitors, and no doubt many would have visited other attractions whilst in the area. Some free campers may have also moved from one reserve to another (i.e. Henry Angel Trackhead or Paddys River Falls to Towong Reserve) without realising this is still considered part of the Tumbarumba Region, therefore this figure could have been much higher.

**Question 6. How many nights will you stay?**

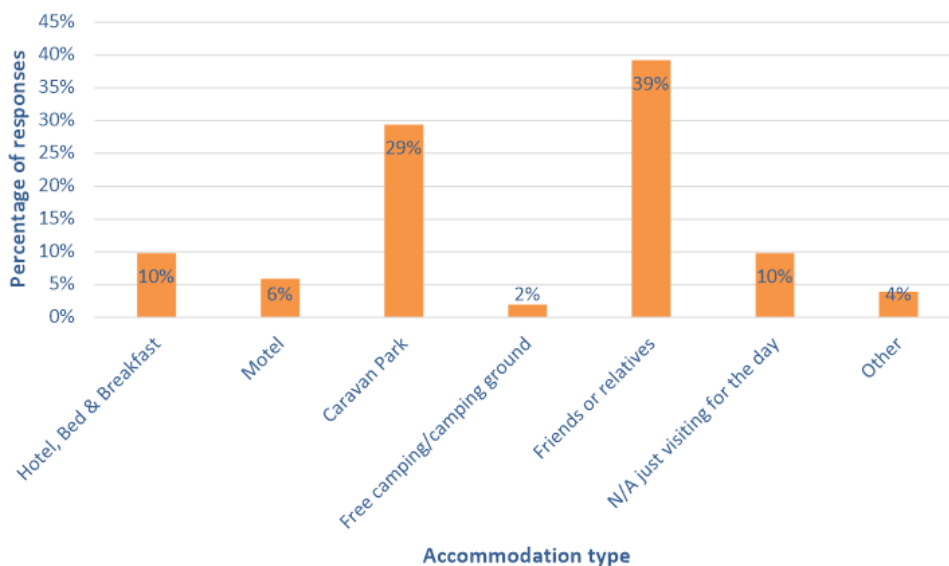


The proportion of day-trippers was 12% in 2018, which was a drop from 17% last year a decreasing trend over recent years. Assuming this trend was a fair representation for all Tumbafest visitors, the festival undoubtedly boosts overnight visitation to the Tumbarumba region.

**Question 7: If you are staying overnight or longer, what was your main accommodation?**

Friends or family was the most common source of accommodation (39%) for survey respondents this year, a slight increase from 38% in 2017. The second most common accommodation was the Caravan Park (29%), this is largely consistent with the previous

**Question 7. What is your main accommodation**



year (33%). Free camping responses remained largely unchanged from last year with 2% noting this response, down from 5% in 2016.

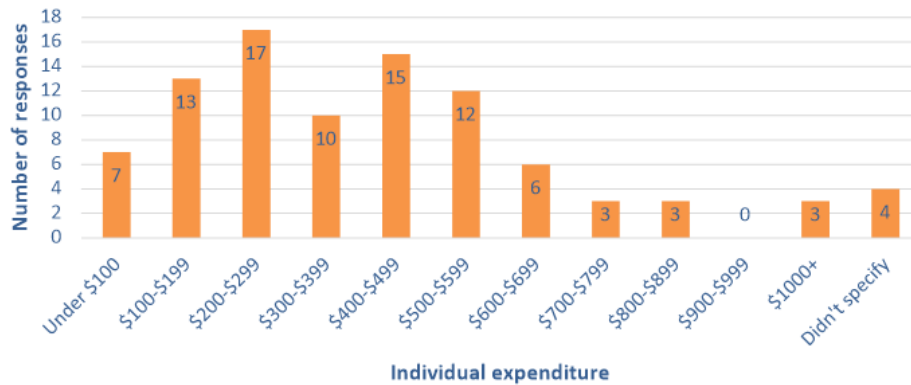
**Question 8: What is your estimated individual expenditure in the region during your visit?**

Of the 107 survey responses, only 93 respondents provided any feedback relating to this question. Some respondents answered a least one part of the question, but it is difficult to use these figures as a representation of the entire Tumbafest audience. The average total spend by survey respondents who completed this question was \$372.49 per person, which was relatively consistent with 2016 (\$329.21 per person).

Well over half (67%) of respondents spent up to \$400 in the region during their stay (57% in 2017), of this almost one fifth spent between \$200 and \$299. As much as 3% of respondents estimated they spent \$1,000 or more over the weekend (consistent with 2017 – 2%), with the highest response being \$1,150.

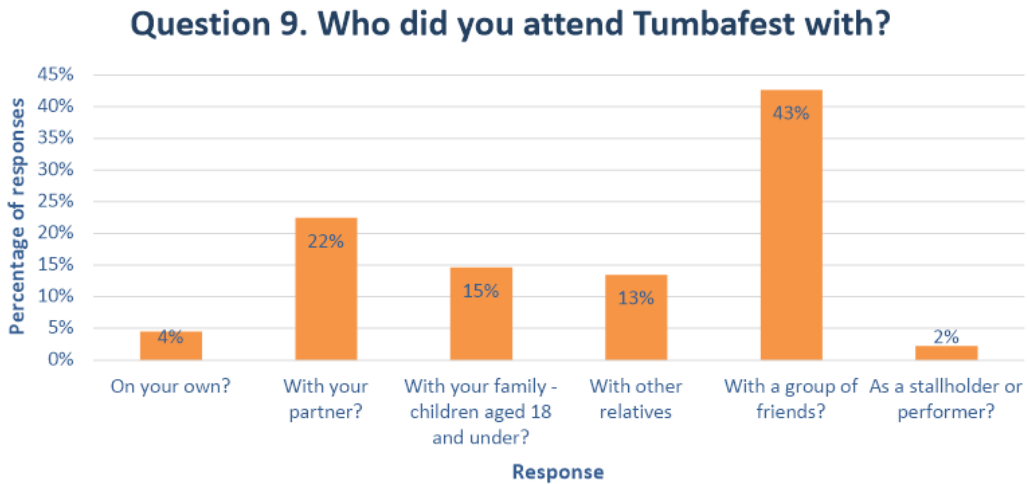
It is reasonable to assume that a respondent’s individual spend could have been zero, that is someone else could have paid for them for the weekend. Conversely, a respondent’s purchases could have been higher than expected i.e. \$100 on tickets because they paid for others, a great example of this is a parent paying for the entire family.

**Question 8. Estimated individual spend in the region**



**Question 9: Who did you attend Tumbafest with?**

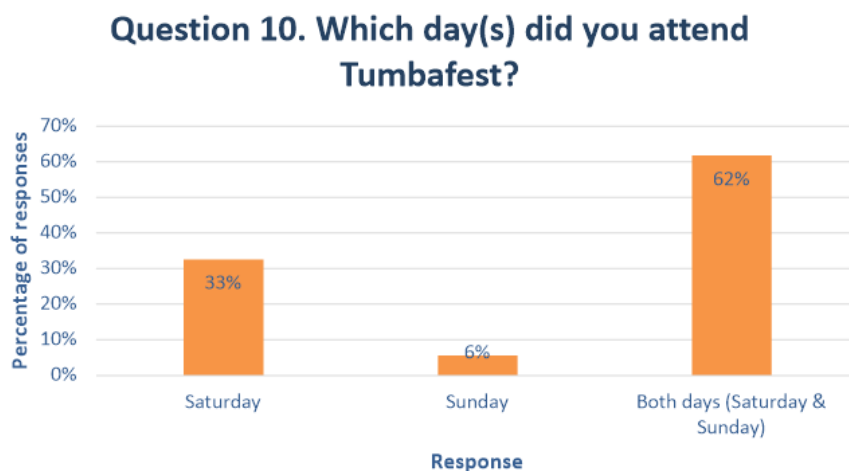
Over a third (43%) of respondents attended Tumbafest with friends, this is an increase from last year (36%). This is also consistent with the accommodation results shown above, where results showed over a third of respondents stayed with friends or relatives in the area.



Only 15% of respondents attended Tumbafest with their children aged 18 years and under, this is consistent with last year (16%). 13% of respondents attending with other relatives, which includes families with children older than 18 years. 63% of respondents attended Tumbafest with friends or family and this also consistent with last year's percentage (62%). This reflects the type of event Tumbafest aims to be.

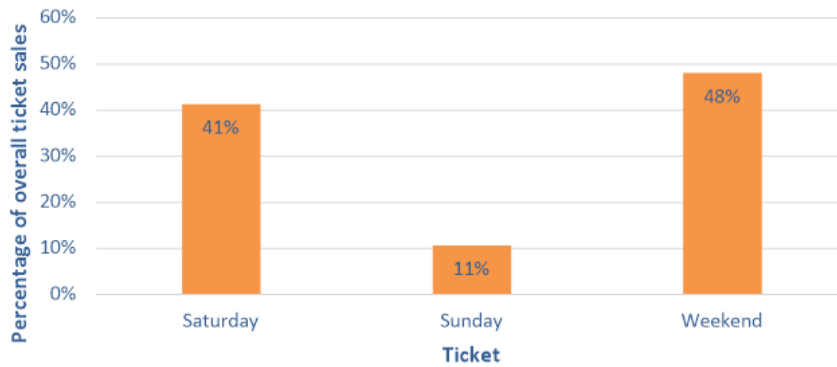
**Question 10: On which day(s) did you/will you attend Tumbafest?**

Over two thirds (62%) of respondents attended Tumbafest on both days, down from 77% in 2017. 6% of respondents attended on Sunday alone, which is down from last year (8%).



It is again worth noting, of the 107 surveys completed, only 89 respondents answered this question. Despite this, when compared to actual ticket sales, this data is relatively accurate of overall ticket sales for the weekend. The decrease in attendance this year can be attributed to the cooler, wet weather experienced on Sunday in 2018.

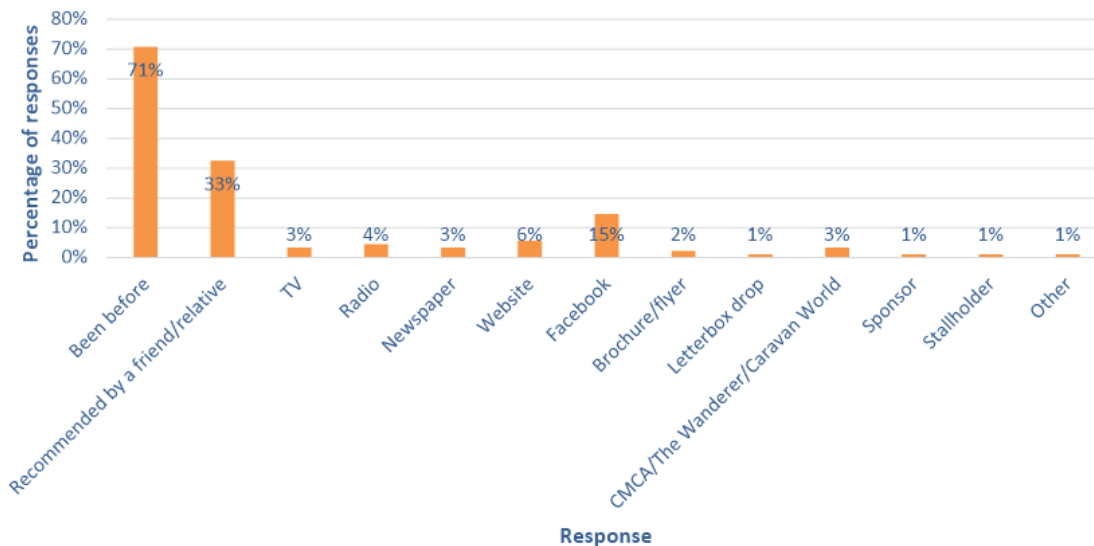
### Actual ticket sales



### Question 11: How did you become aware of Tumbafest?

As expected, word of mouth and repeat visitation were the most effective forms of advertising in 2018, with 71% of respondents having been to Tumbafest before this is also consistent with last year (70%). 33% visited based on recommendation from a friend or relative, up from 23% in 2017.

### Question 11. How did you become aware of Tumbafest?

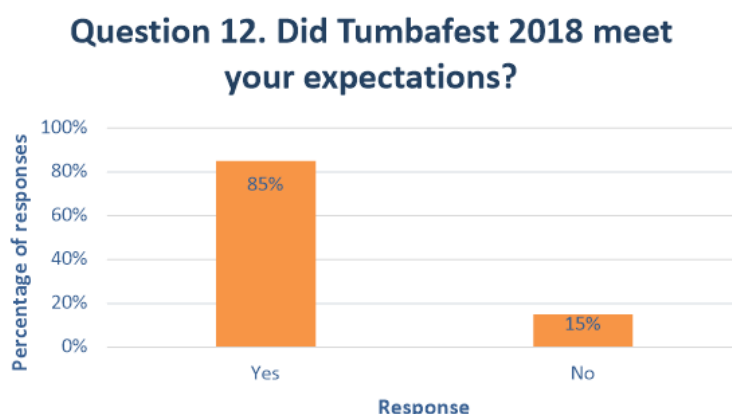




**Question 12: Did Tumbafest 2017 meet your expectations?**

It is again worth noting that only 87 respondents of the 107 surveys received answered this question.

At a first glance, 85% of those who answered this question responded that Tumbafest 2018 did meet their expectations, consistent with 2017 (87%). This leaves 15% of respondents dissatisfied with Tumbafest in 2018, this is largely inconsistent with the responses received below.



Further analysis of the responses received in Question 13 reveal that of the respondents who claimed they were dissatisfied, they were most dissatisfied with the main stage entertainment, children’s entertainment, parking, toilets and mostly their value for money. As shown below:

Aspect of Tumbafest	Number of dissatisfied responses
Entertainment – Main Stage	6
Entertainment - Kids / Children's activities	8
Venue	1
Food	3
Selection of Wines	3
Price of beer/spirits	6
Friendliness of officials/volunteers	1
Quality & range of Tumbafest merchandise	2
Parking	4
Toilets	7
Signage	1
Value for money	13

**Question 13: Please indicate your rate of satisfaction with each of the following aspects.**

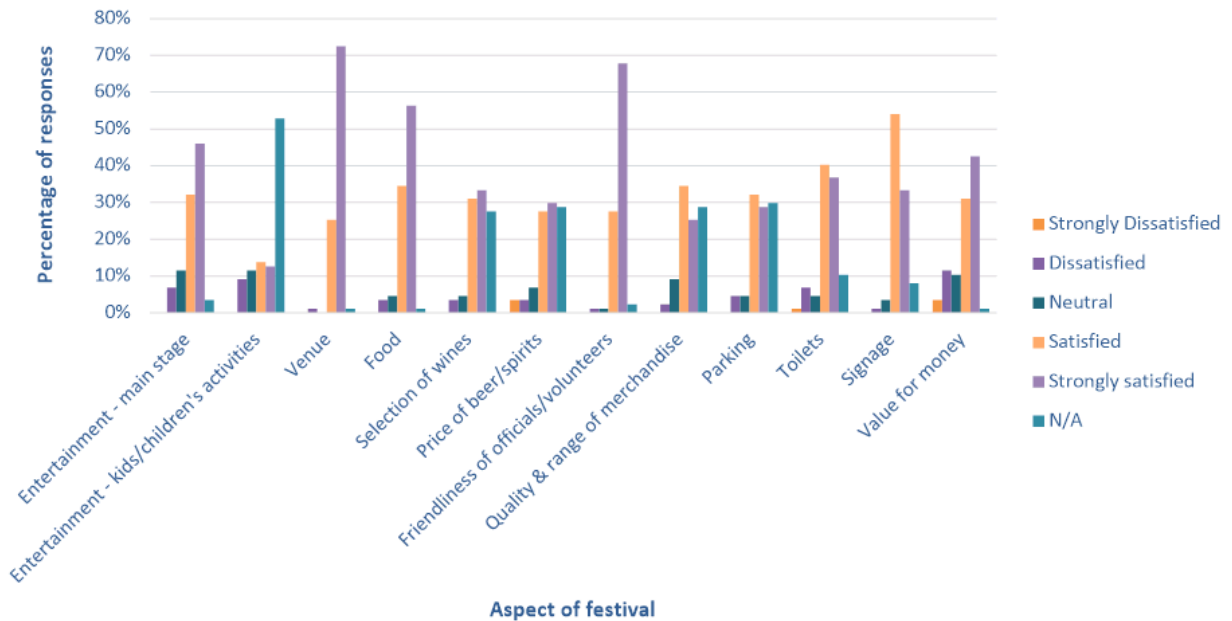
Overall, there was a very high rate of satisfaction with all aspects of Tumbafest. The highest rate of satisfied responses were received regarding the event venue (99.0%) and friendliness of officials / volunteers (96%).

The highest rate of negative responses was in the area of value for money, with 15% of respondents being dissatisfied. This was followed by children’s activities (9%) and then toilets (8%). These are relative consistent with responses received in 2018 with 8% for value for money and 8% for toilets, children’s activities did not rate as poorly last year.

Of those who responded as dissatisfied with the food, value for money or toilets, they provided the following feedback in the open response in question 14:

- tickets are too pricey for what’s on offer;
- entry should include a beer/wine/drink voucher;
- after paying for children’s entry, didn’t want to have to pay for kids rides/entertainment;
- more activities for children rather than just paid rides;
- more ladies toilets required; and
- better cleaning of toilet truck.

**Question 13. Level of satisfaction with aspects of festival**

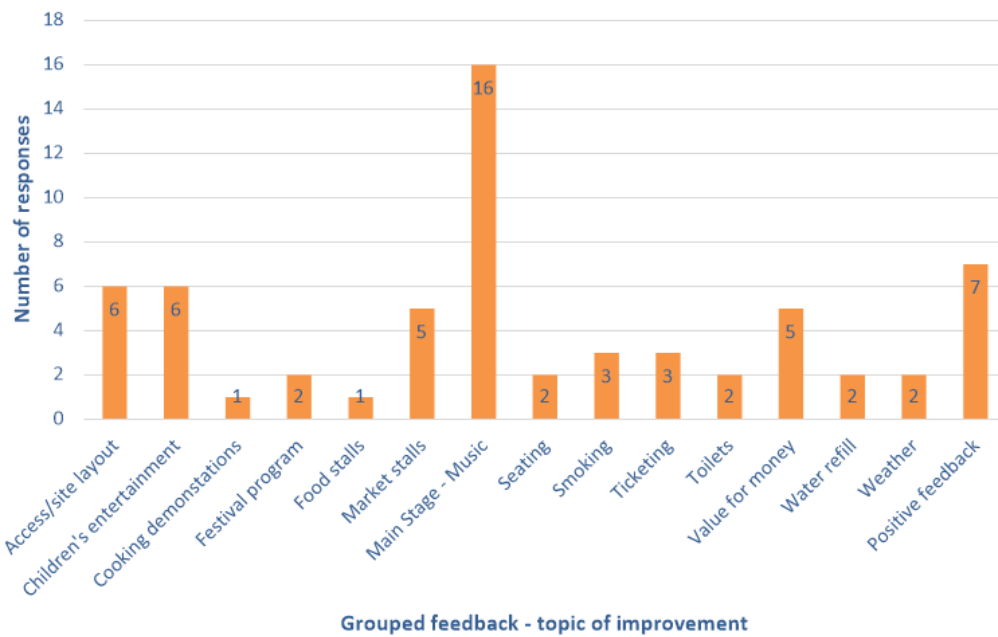


**Question 14: What can we do to improve Tumbafest?**

The freeform responses provided to this question were grouped into the categories shown below. From these categories, the three main areas for improvement identified by respondents are:

- main stage entertainment
- access / layout of event
- children’s entertainment

**Question 14. Feedback - areas of improvement**



See over page for all of the freeform feedback provided under these categories.

### Main Stage Entertainment

- Spotighting on the performers on stage.
- The Waifs for next year
- Lower ticket and beer/spirit tent prices. Make Sunday country fest instead of blues fest, get some good country singers to perform. LET PEOPLE IN THE CREEK. Could've put that temporary bridge right in front of the beer tent
- Mix up the acts a bit more on Sunday
- Music - needs to cater for younger audience. Mix it up. What about cover groups for soul/rolling stones/90's music. Was disappointed this year.
- Need better singers more music for everyone some older styles and some that appeals to younger people
- Lower ticket costs, 9or include a drink coucher or stubby holder with admission. Better aound quality for muaic performers. Russel morris was great but music was awful. Also playing some music in between acta as there was a long stint of nothing playing. Better acceas ro beer tent.
- "Bring back the Mighty Yak!!! The young band you had play on Saturday were just not the right fit for the demographic of the people that attend Tumbafest. You need someone like Velvetsmyle or Mighty Yak to really engage the crowd earlier in the day. Once Velvetsmyle came on, the dance floor was packed!!! Big congrats to the organisers/volunteers???? they do an amazing job!!! And we appreciate the hard work that goes in to such a fantastic event!!! Our group keeps growing, we already have another 2 extras we are bringing next year!!!"
- Tumbafest next year should appeal more to the younger generations as they tend to spend more money on food and alcohol etc then the older "grey nomads". I myself have an older taste for music which is why Russell Morris was an alright choice but for most people my age they don't have any idea who he is or what music he plays. My suggestion would be to have someone like thirsty merc who appeal to a number of different age demographics.
- Bigger headline act followed by more interactive bands throughout the day... less blues!!
- Consistent volume of music. Some acts seemed to be too loud. We chose a table to the side so we could talk and sometimes the music was a bit too loud.
- Scrap the god botherers on Sunday morning, it was a turn off
- Have a better cover band as last act, such as Might Yak or Convicts.
- Better entertainment
- Good idea to have the main act on Sunday at 2.30 could even be earlier.
- "Better entertainment quality not there 2018. Loved previous years.. Bigger main act....Last band Saturday best for day. Next year great bank 'Long and the Short' seen them Commercial Club Albury last weekend. Encourage more variety store holders by not charging as much.....should be encouraging not turning away....Apart from disappointing line up of musos beautiful setting...."

### Access / layout of event

- Food & drink availability on both sides of creek
- Look at where the shade tents are positioned. Couldn't see the stage or screens(artist's heads were cut off) either day.
- Keep truck toilets cleaner. Extremely smelly!
- Perhaps some water misters to combat the heat. Maybe some competitions for adults and kids that is unique e.g. gumboot or thong throwing.
- Disabled parking signage inadequate, all parks taken by ineligible people. I now as I was working on the Hammond gate. The sound was distorted on the eastern side of the creek on Sunday for R. Morris. Perfect on Saturday.
- Provide more shades, tables & chairs

**Children's Entertainment**

- Would be nice to see Sunday's have a bit more family focus. Maybe have a kids act (like the wiggles etc) come ...that will get so many families there and maybe change the blues to country...as the demographic that come are country music fans
- "Have a wider range of music and stalls to suit all age groups and genres. Have a kids tent like there was years ago with children entertainment like balloonatic Bruce, dancers etc. it would have come in handy this year so the children would have had somewhere dry to stay while the rains came down. "
- "Promote more economical family activities That do not cost  
Reach out to more local bands that cost less to perform as people did love them... maybe even promote a battle of the bands in the riverina. I feel stall holders did poorly and there was lesser variety this year. Find out perhaps why some are not coming back."
- Shade needs to be made available for parents/ children near children's entertainment. After buying a weekend pass for my child , rides were not started until lunchtime Sunday by that time he'd gone home as it was too boring. Nothing much for teenagers to do.
- more children's activities like previous years - kids tent with entertainment
- "The rides for the kids needed maintainance and looked in terrible disrepair. Expensive for what they were.

More activities for kids to do rather than forking out money for rides. Eg magician shows, animal petting etc I wouldn't say it was a family event. More suited to adults with the music, alcohol and food stores. Still good though.

Not enough seating around the stage area

Food options were great"

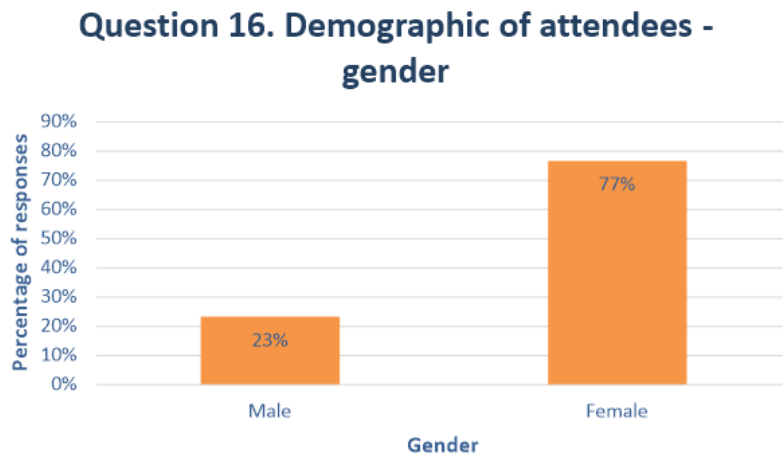
**Question 15: Do you believe the additional bridge provided a benefit to the 2018 festival?**

A temporary bridge was installed for the first time this year - near the market area. An additional question was added to the 2018 festival survey to measure the effectiveness of the addition. Festival attendees were asked to provide their feedback about how it impacted their Tumbafest experience.



**Question 16: Please tell us a bit about yourself...Gender**

77% of survey respondents were female, this is an increase from 2017 (70%).

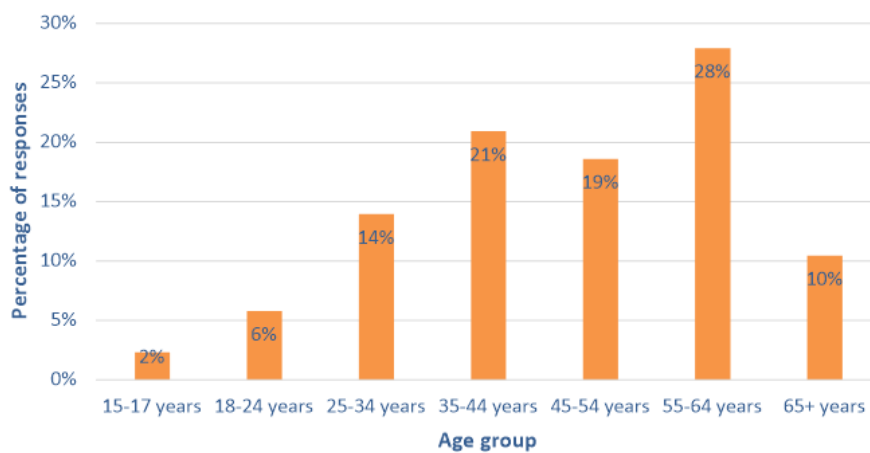


**Question 17: Please tell us a bit about yourself...Age**

The age of survey respondents was skewed towards older visitors again this year. 38% of respondents were 55 or older, while 19% were aged between 45 and 54, and 14% between the ages of 25 and 34 years.

Consistent with last year, there was a more even spread across the gender and age of respondents than years prior. This results in a much better representation of overall visitors who attended Tumbafest in 2018. This was achieved through the use of SurveyMonkey, again in 2018, allowing people to complete the survey during and after the event of their own device and in their own time.

**Question 17. Demographic of attendees - age**



## Appendix D - Financial Report

	Description	2016 Final	2017 Final	2018 Final	2018 Budget	2018 Variance
INCOME	<b>Event-generated</b>	<b>89,800</b>	<b>100,837</b>	<b>105,491</b>	<b>107,300</b>	<b>- 1,809</b>
	Ticket Sales	56,196	63,710	70,231.77	70,000	231.77
	Market & Craft Stalls	3,950	4,571	5,840.90	4,200	1,640.90
	Wine Stalls	1,845	784	1,591.67	900	691.67
	Food Stalls	2,540	4,678	3,542.05	3,800	-257.95
	Merchandise	2,027	1,890	2,149.09	2,000	149.09
	Bar Sales	23,240	25,204	22,135.50	26,400	- 4,264.50
	<b>Sponsorships</b>	<b>55,722</b>	<b>44,220</b>	<b>52,539</b>	<b>52,000</b>	<b>539</b>
	Sponsorships	45,722	36,220	47,252.28	44,000	3,252.28
	Council	10,000	8,000	5,286.50	8,000	- 2,713.50
	<b>Event-associated</b>	<b>-</b>	<b>-</b>	<b>172</b>	<b>-</b>	<b>172</b>
	Grant	-	10,000	16,744	16,700	44
	<b>Miscellaneous</b>	<b>8,997</b>	<b>6,710</b>	<b>5,597</b>	<b>5,300</b>	<b>297</b>
	Bank Interest	1,790	1,733	1,800.00	1,800	-
	Sundry	2,303	4,977	3,797.28	3,500	297.28
EXPENDITURE	<b>Coordinator</b>	<b>30,227</b>	<b>23,636</b>	<b>14,940</b>	<b>15,000</b>	<b>- 60</b>
	<b>Marketing</b>	<b>12,487</b>	<b>18,135</b>	<b>29,361</b>	<b>30,270</b>	<b>-909</b>
	Banners	318		960.00	2,000	- 1,040
	TV	4,214	4,721	5,354.00	4,200	1,154
	Radio	3,200	3,075	3,405.00	2,500	905
	Print/Advertising	2,866	4,258	14,708.91	13,900	809
	Website	688	4,398	630.00	570	60
	Printing	1,200		1,185.14	1,500	-315
	Digital		1,683	3,118.18	5,600	- 2,482
	<b>Main Stage</b>	<b>39,882</b>	<b>58,582</b>	<b>55,956</b>	<b>56,660</b>	<b>-704</b>
	Audio	6,877	7,080	8,056.48	7,160	896
	Performers	28,971	45,810	41,968.18	44,000	- 2,032
	Accommodation	1,204	3,053	3,215.45	2,000	1,215
	Meals	488			500	-500
	Transport	1,294			500	-500
	Stage Manager	409	1,750	1,750.00	1,750	-
	APRA	638	889	965.69	750	216
	<b>Big Screen</b>	<b>7,273</b>	<b>7,590</b>	<b>10,130</b>	<b>8,500</b>	<b>1,630</b>
	<b>Community Groups</b>	<b>1,250</b>	<b>2,150</b>	<b>2,200</b>	<b>2,200</b>	<b>-</b>
	<b>Children's Entertainment</b>	<b>1,431</b>	<b>400</b>	<b>2,540</b>	<b>2,000</b>	<b>540</b>
	<b>Operations</b>	<b>24,132</b>	<b>22,092</b>	<b>26,342</b>	<b>20,800</b>	<b>5,542</b>
	Hire Equipment	10,265	8,294	8,952.91	7,000	1,953
	Stage			2,847.50		2,848
	Security	10,100	10,798	10,798.00	10,800	- 2
	Toilets	3,016	3,000	3,400.00	3,000	400
	Fencing	751		343.64		344
	<b>Bar</b>	<b>9,375</b>	<b>9,812</b>	<b>10,154</b>	<b>10,500</b>	<b>-346</b>
	<b>Stalls</b>	<b>7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Miscellaneous</b>	<b>5,997</b>	<b>12,009</b>	<b>3,182</b>	<b>4,850</b>	<b>- 1,668</b>
	Tickets	616	1,045	443.00	450	- 7
	Storage Shed	809	867	758.31	800	- 42
	Volunteers	356		364.65	400	- 35
	Other	1,440	6,097	1,616.27	3,200	- 1,584
	<i>Cooking Dem Chef</i>		4,000			-
	<b>Office</b>	<b>308</b>	<b>1,358</b>	<b>55</b>	<b>500</b>	<b>-445</b>
	<b>Merchandise</b>	<b>2,741</b>	<b>1,355</b>	<b>2,994</b>	<b>3,300</b>	<b>-306</b>
	<b>Insurance</b>	<b>3,171</b>	<b>2,912</b>	<b>-</b>	<b>3,100</b>	<b>- 3,100</b>
<b>Electricity</b>	<b>112</b>	<b>156</b>	<b>350</b>	<b>500</b>	<b>-150</b>	
<b>Sponsors Reception</b>	<b>35</b>	<b>-</b>	<b>398</b>	<b>800</b>	<b>-402</b>	
<b>TOTAL Income</b>	<b>154,519</b>	<b>161,767</b>	<b>180,543</b>	<b>181,300</b>	<b>-757</b>	
<b>TOTAL Expenditure</b>	<b>138,428</b>	<b>160,187</b>	<b>158,603</b>	<b>158,980</b>	<b>-377</b>	
<b>Profit ( Loss)</b>	<b>16,091</b>	<b>1,580</b>	<b>21,940</b>	<b>22,320</b>	<b>-380</b>	
Cash Reserve (year end)	\$69,634	\$71,215	\$93,154			

\* variance in budget to actual profit is bank interest (income) and electricity (expense), yet to be calculated



**11. MINUTES OF COMMITTEE MEETINGS**

11.4 MINUTES - BATLOW DEVELOPMENT LEAGUE MEETING HELD 9 MAY 2018

File/Trim Ref: D18/3240

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**Recommendation:****That Council;**

1. **Accept the Minutes of the Batlow Development League meeting held on Wednesday 9 May 2018.**
2. **Investigate extending RV access to Batlow Showground to include the new toilet facilities.**
3. **Note Batlow Development League's full endorsement of the proposals relating to Batlow in the draft Destination Management Plan and recommends they remain as stated in the final Plan and that the DMP should include:**
  - **Horse riding and equine pursuits**
  - **Linkages with large businesses, government departments and similar organisations that are significant stakeholders in our region be developed to include interpretive centres for tourism.**

**Attachments**

- 1 Minutes - Batlow Development League meeting held 9 May 2018 (ID1989354) [↓](#)

**BATLOW DEVELOPMENT LEAGUE****9<sup>th</sup> May 2018****GENERAL MEETING****MEETING COMMENCED: 7.00 pm (Moved to Batlow RSL)****PRESENT:** M Tomlinson, C & R Billing, C & K Dawson, C Smit, C Agate, R Sweeney, J Wilkinson.**APOLOGIES:** K McLaren, H Tietze, K Tiano.**MINUTES:****RESOLVED** that the Minutes of the **Batlow Development League (BDL)** meeting held on 4<sup>th</sup> April 2018 be accepted as read.

Moved: K Dawson/Seconded C Agate/Passed

**TREASURER'S REPORT:****RESOLVED** that the Treasurer's Report of the **BDL** accounts to 9<sup>th</sup> May 2018 be accepted as tabled.

Moved C Agate/Seconded C Billing/Passed

**CORRESPONDENCE:**

- SVC Meeting Business Papers April 2018
- SVC Extraordinary Meeting suite of documents May 2018
- Email SVC M Duck invitation to Batlow Master Plan meeting 23<sup>rd</sup> May
- Minutes Ciderfest 9<sup>th</sup>, 16<sup>th</sup> & 23<sup>rd</sup> April 2018
- Destination Riverina Murray NSW invitation to Event Development Program
- Campervan & Motorhome Club of Australia Letter of Understanding

Moved C Agate/Seconded C Dawson/Passed

**BUSINESS ARISING:****Library Plans** – Wayne Bennett (SVC) came to see the site. BDL will meet with architect during the design process to determine a workable connection between the new Library and the Literary Institute. BDL extends a big thank you to Robyn Sweeney for her artist's impression showing the proposed Library in the context of neighbouring buildings.**Feedback on Small Halls Event** – J Wilkinson provided an analysis of expenditure for the Small Halls Event and compared that to our two previous events. After discussion it was decided to defer future events until 2019. Possibly a sub-committee will be needed for events, and aspects can be simplified for a more rewarding outcome.**Literary Institute MOU** – The Working Group has met as planned and will circulate their draft MOU to BDL members. They will need to check on contents insurance; and to make decisions about fees, maintenance and management. Some concern was expressed that BDL doesn't take on too much.**Literary Group** – Following a letter from the 'Literary Group' to SVC requesting sponsorship for an event, some confusion has arisen about the title of the Group. The request was published in the newspaper as it appeared on their letter i.e. "Literary Institute of Batlow". BDL has a Batlow Literary Institute sub-committee that cares for the building; where the 'Literary Group' (as it is termed by BDL) holds literary events in the building. R Billing & M Tomlinson volunteered to write a letter to the Group to clarify their title.

The Literary Group letter sparked a discussion about financial responsibilities of S355 committees and their sub-committees.

**MOTION:**

**That BDL invites Robyn Harvey SVC Director of Internal Services, or delegate, to our meeting on 6<sup>th</sup> June. Points we would like to be covered include:**

- **S355 committees' financial responsibilities for sub-committees' applications for funding to SVC or other bodies**
- **Conditions attached to the Visy \$1million contribution to SVC**
- **How the Directorate of Internal Services functions.**

**Moved J Wilkinson/Seconded K Dawson/Passed**

**RV Friendly Town** – BDL decided that it was not very friendly to invite RV's to our town for free camping on the showground when the new toilets are locked.

**RECOMMENDATION:**

**That Snowy Valleys Council extends RV access to Batlow Showground to include the new toilet facilities which are currently locked.** **Moved M Tomlinson/Seconded J Wilkinson/Passed**

**Rail Trail** – BDL recommendation has been noted by SVC.

**GENERAL BUSINESS**

Cor Smit (BDL Councillor Delegate) spoke about a meeting he is looking forward to with SVC, Snowy Hydro and Eden Monaro Council. This is the first meeting between the two Councils as SVC is now an associate member of the Joint Organisation with Canberra and will become a full member in 18 months. Our membership could be helpful to the sealing of Brindabella Road.

**List of Projects** – Members nominated many projects needed in Batlow that require SVC support. They included a new football complex, sound shell and toilets to Hides Park, refurbishment of the football pavilion, toilets to White Gates and Reedy Creek Park, BBQs to Hides Park and Reedy Creek Park. The decision was taken to defer prioritising the list until the BDL Master Plan information becomes known later this month.

**Destination Management Plan (DMP)** – Concern was expressed about the tight timeline for feedback on the draft DMP as Batlow is gearing up for CiderFest and can't devote the time needed to consider an in-depth analysis of the draft. C Smit explained that the date is a legal requirement and can't be extended. On this basis BDL decided to limit our feedback to the Batlow component which includes the Tumut to Batlow Rail Trail and cider production developments at the Mountain Maid Cannery.

**RECOMMENDATION:**

**That Batlow Development League fully endorses the proposals relating to Batlow in the draft Destination Management Plan and recommends they remain as stated in the final Plan. We also recommend that the DMP should include:**

- **Horse riding and equine pursuits**
- **Linkages with large businesses, government departments and similar organisations that are significant stakeholders in our region be developed to include interpretive centres for tourism.**

**Moved K Dawson/Seconded J Wilkinson/Passed**

**Literary Institute Launch** – The Literary Institute refurbishment is nearing completion, with a grant requirement that work is finalised by September 2018. With this in mind discussions began about the Launch. A tentative date has been set for November this year. K Dawson will check the Launch requirements attached to the Grant and report back next meeting. C Billing will provide a list of dignitaries to be invited.

**Literary Institute Works** – A decision was taken to hold a two-hour busy bee at the Literary Institute this Saturday from 9 a.m.

**CiderFest** – the CiderFest sub-committee requested permission to quote BDL's ABN for a Strategic Plan for CiderFest to be carried out by a consultant. Permission was granted.

**Borambola Rest Area Toilets** – BDL considered a request for much-needed toilets along the route from Batlow to Wagga Wagga.

**MOTION:**

**That Batlow Development League writes to the State Member for Wagga Wagga to have toilets installed at the Borambola Rest Area on the Sturt Highway.**

**Moved C Agate/Seconded K Dawson/Passed**

**BDL letterhead** – Deferred to next meeting.

**Meeting closed at 9.40 pm**

**Next Meeting Wednesday 6<sup>th</sup> June at 7 pm, Harald's Shop**

**BATLOW DEVELOPMENT LEAGUE**  
**MONTHLY FINANCIAL REPORT**  
**9<sup>TH</sup> MAY 2018**

Apple Blossom Festival:	Opening Balance	\$ 31,791.44
	Income	\$ 100.00
	Expenditure	\$ 90.00
	Balance As At 30/04/18	\$ 31,801.44
Cider fest:	Opening Balance	\$ 31,959.12
	Income	\$ 7,310.00
	Expenditure	\$ 4,016.97
	Balance As At 30/04/18	\$ 35,252.15
Literary Group:	Opening Balance	\$ 4,853.70
	Income	\$ Nil
	Expenditure	\$ Nil
	Balance As At 30/04/18	\$ 4,853.70
Development League Main Account:	Opening Balance	\$ 2,840.19
	Income	\$ .90
	Expenditure	\$ 576.56
	Balance As At 30/04/18	\$ 2,264.53

Prepared by Col Agate – Treasurer Batlow Development League 2018.



9/5/18

## 12. CONFIDENTIAL

The Local Government Act provides that Council may close to the public that part of the meeting that deals with matters of a confidential nature. Section 10(2) lists such matters.

The grounds on which a meeting is closed to the public must be specified in the decision to close the meeting and recorded in the minutes of the meeting.

### **Recommendation:**

That Council move into Confidential to consider the matters listed in the confidential section of the agenda in accordance with Section 10(2) of the Local Government Act 1993 for the reasons specified.

12.1 TENDER 2018/01 - SURVEY AND DESIGN OF BRINDABELLA ROAD BETWEEN BRINDABELLA VALLEY ROAD - STATE BORDER

*Item 12.1 is confidential under the Local Government Act 1993 Section 10A 2 (d)i as it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

12.2 TENDER 2018/02 - CARBOONA GAP SLOPE REMEDIATION

*Item 12.2 is confidential under the Local Government Act 1993 Section 10A 2 (d)i as it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

12.3 MINUTES OF THE TUMBAFEST COMMITTEE MEETING HELD 2 MAY, 2018

*Item 12.3 is confidential under the Local Government Act 1993 Section 10A 2 (a) as it relates to personnel matters concerning particular individuals (other than councillors) and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*