

THE MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS BRIDGE STREET, TUMBARUMBA, ON WEDNESDAY 1 MAY 2019**COMMENCING AT** 10.06am**PRESENT:** Glenyce Francis (Chairperson), Steven Walker (External Member), Ian Chaffey (External Member), James Hayes (Mayor)**IN ATTENDANCE:** Matthew Hyde (General Manager), Robyn Harvey (Director Internal Services), Gus Cox (Director Strategy, Community and Development), Matthew Christensen (Director Assets and Infrastructure) Daryl Hagger (Acting Division Manager Finance & IT)**BY TELEPHONE:** Brad Bohun (Crowe Horwath), Larrisa Chan (Audit Office), John Larter (Councillor)**OBSERVER:** Luke Drummond (JohnsonsMME), Narelle Davis (Manager Projects and Business Improvements), Aaron Vitnell (WHS Strategy and Injury Management Officer)**1. APOLOGIES**

ARI.52 Apologies were received and accepted from Stephen Clarke (JohnsonsMME), Julia Ham (Councillor), Brook Penfold (Coordinator Governance and Risk) and Shirley Williams-Enever (Governance and Compliance Officer).

John Larter / Ian Chaffey

1.1 DECLARATIONS OF INTEREST

Ian Chaffey declared a non-significant pecuniary interest as the Father in Law of Director Strategy, Community and Development (Gus Cox).

2. MINUTES OF PREVIOUS MEETINGS**ARI.53 RESOLVED:**

That the Minutes of the Audit, Risk & Improvement Committee Meeting held on 12 March 2019 be received.

Ian Chaffey / John Larter

3 BUSINESS ARISING

The Minutes from the Audit, Risk & Improvement Committee held on 12 March 2019 should note that Dave Maxwell returned to the meeting after item 4.15

4. AGENDA ITEMS**4.1 APPOINTMENTS AND TERMS OF REFERENCE****ARI.54 RESOLVED:**

THAT THE COMMITTEE:

Minutes of the Meeting of the Audit Risk & Improvement Committee held in the Council Chambers Bridge Street, Tumbarumba on Wednesday 1 May 2019

1. Receive the report on Appointments and Terms of Reference
2. Note the appointment of Steven Walker as an independent member of the Audit, Risk and Improvement Committee until March 2021
3. Note the appointment of Glenyce Francis as Chair of the Audit, Risk and Improvement Committee until March 2021
4. Note the changes to the Terms of Reference for the Audit, Risk and Improvement Committee
5. Note the increase in remuneration for independent members of the Audit, Risk and Improvement Committee to \$400 (exc. GST) per meeting inclusive of preparation, attendance, travel time and expenses
6. Note the remuneration for Chair of the Audit, Risk and Improvement Committee to remain at a base rate of \$3,000 (exc. GST) per annum inclusive of preparation, attendance, travel time and expenses
7. Formally acknowledge David Maxwell's contribution
8. Delete paragraph 4 of 10.5

Ian Chaffey / John Larter

11.08am – Dial in to Larissa Chan

11.16am – Dial out to Larissa Chan

4.2 AUDIT OFFICE REPORT

ARI.55 RESOLVED:

That the Audit Office Report (verbal report from Larissa Chan) be received and noted

Ian Chaffey / Steven Walker

10.20am – Dial in to Brad Bohun

10.28am – Dial out to Brad Bohun

4.3 ANNUAL ENGAGEMENT PLAN - AUDIT OFFICE OF NEW SOUTH WALES

ARI.56 RESOLVED:

THAT THE COMMITTEE:

1. Receive the report on Annual Engagement Plan – Audit Office of New South Wales

Stephen Walker / Ian Chaffey

4.4 LOCAL GOVERNMENT 2018 - AUDIT OFFICE OF NSW

ARI.57 RESOLVED:

THAT THE COMMITTEE

1. Receive the report on Local Government 2018 – Audit Office of NSW

Minutes of the Meeting of the Audit Risk & Improvement Committee held in the Council Chambers Bridge Street, Tumbarumba on Wednesday 1 May 2019

2. Note the key observations and recommendations as listed in the Executive Summary provided by the Audit Office of NSW

John Larter / Steven Walker

4.5 PROGRAM MANAGEMENT OFFICE (PMO) 2018/19 AND 2019/20 MAJOR PROJECTS PROGRAM

ARI.58 RESOLVED:

THAT THE COMMITTEE:

1. Receive the report on Program Management Office (PMO) 2018/19 and 2019/20 Major Projects Program
2. Note that Snowy Valleys Council has formed a Program Management Office to oversight the management and delivery of Council's Major Project Program
3. Note the decisions that have been escalated to the Project Management Board for approval as part of the process to fast track the delivery of projects within the required timelines and budget constraints
4. Note that the Program Management Office will provide a summary of the risks and the mitigation strategies to the Audit, Risk and Improvement Committee at the August Meeting.

Steven Walker / Ian Chaffey

11.07am – Narelle Davis left the meeting

4.6 SNOWY VALLEYS COUNCIL FORENSIC REVIEW

ARI.59 RESOLVED:

That the Committee:

1. Receive the report on the Forensic Review.
2. Note the summary of findings
3. Corrective actions be included in the Audit, Risk and Improvement Committee Action Report
4. Receive further questions from members on the report and management to provide responses to all members

Steven Walker / Ian Chaffey

4.7 INFORMATION TECHNOLOGY SECURITY CONTROLS REVIEW

ARI.60 RESOLVED:

THAT THE COMMITTEE:

- 1 Receive the report on Information Technology Security Controls Review
- 2 Note the Recommendations and the Management Responses provided

Minutes of the Meeting of the Audit Risk & Improvement Committee held in the Council Chambers Bridge Street, Tumbarumba on Wednesday 1 May 2019

- 3 Add the findings to the Audit, Risk and Improvement Committee Matrix

John Larter / Ian Chaffey

12.10pm – Luke Drummond left the meeting

4.8 PROVISION OF INTERNAL AUDIT SERVICES

ARI.61 RESOLVED:

That the committee receive Robyn Harvey's verbal report on the Provision of Internal Audit Services

Ian Chaffey / John Larter

4.9 QUARTERLY REPORT - SAFETY, RISK AND QUALITY COMMITTEE

ARI.62 RESOLVED:

THAT THE COMMITTEE:

1. Receive the report on Quarterly Report – Safety, Risk and Quality Committee

Steven Walker / Ian Chaffey

11.59am – Aaron Vitnell left the meeting

4.10 RISK REGISTER

ARI.63 RESOLVED:

THAT THE COMMITTEE:

1. Receive the report on the Risk Register
2. Note the extract taken from the Risk Register mid-April
3. Provide a further report back to the Audit Risk & Improvement Committee

Ian Chaffey / John Larter

4.11 ACTION REPORT TO THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

ARI.64 RESOLVED:

THAT THE COMMITTEE:

1. Receive the report on Action Report to the Audit, Risk and Improvement Committee
2. Note the current status in regards to actions

Steven Walker / John Larter

4.12 SNOWY VALLEYS COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE MATRIX

Minutes of the Meeting of the Audit Risk & Improvement Committee held in the Council Chambers Bridge Street, Tumbarumba on Wednesday 1 May 2019

ARI.65 RESOLVED:

THAT THE COMMITTEE:

1. Receive the report on the Internal and External Audit Matrix to the committee.
2. Note the status of the recommendations contain with the report.

John Larter / Ian Chaffey

4.13 AUDIT, RISK AND IMPROVEMENT COMMITTEE TRAINING**ARI.66 RESOLVED:**

THAT THE COMMITTEE:

Received the verbal report from Robyn Harvey on upcoming Local Government NSW training.

Steven Walker / Ian Chaffey

11.31am – Gus Cox left the meeting

11:31am – All persons other than the General Manager and Committee members left the meeting, and the meeting went into closed committee.

The General Manager gave his verbal report.

12:55pm – The meeting came out of closed committee and the Chairman reported that the following resolution had been passed:

4.14 GENERAL MANAGER CONFIDENTIAL REPORT**ARI.67 RESOLVED:**

That the General Managers verbal report be received and noted.

Steven Walker / Ian Chaffey

5 GENERAL BUSINESS

Daryl Hagger handed out a questionnaire from External Auditors and members will email responses.

6 NEXT MEETING

The next meeting of the Audit Risk & Improvement Committee will be held on 7 August 2019, in Tumut.

The next meeting after the August meeting will be held on 6 November 2019, in Tumbarumba and next year's meeting dates will be decided at the November meeting.

There being no further business to discuss, the meeting closed at 12.59pm.

Minutes of the Meeting of the Audit Risk & Improvement Committee held in the Council Chambers Bridge Street, Tumbarumba on Wednesday 1 May 2019

**MINUTES
EXTRA-SALEYARD COMMITTEE**
TUESDAY, 28 MAY, 2019
MEETING COMMENCEMENT: 5.30pm

PRESENT:

Participants:	Present:	Apology:	Absent:
Cr John Larter (Councillor Delegate)			x
Coordinator Open Space & Facilities – Andrew Burke	x		
Michael Neyland - IWD			x
Rob Stubbs - Agent		x	
Kerry Kell - Producer	x		
Anthony Day - Producer	x		
Neil Hartshorn - Resident	x		
David McGruer - Producer	x		
Chris Annetts – Agent	x		

Council staff in attendance were **Coordinator Open Spaces and facilities.**

APOLOGIES: Rob Stubbs

EXSC.02 RESOLVED that the apologies from Robb Stubbs be received.

Neil Hartshorn / Anthony Day

CONFIRMATION OF MINUTES:

EXSC.03 RESOLVED that the minutes of the **Saleyards Committee** held on **11-March-2019** be accepted as read.

Neil Hartshorn / Anthony Day

BUSINESS ARISING FROM MINUTES:

- 1. The Tumut Saleyard Committee wanted an update on the water leaks to see if they had been fixed.**

The committee were advised this was done before GJ Hulm had their annual sales in March.

- 2. The Tumut Saleyard Committee wanted an update on the signing of the lease from GJ Hulm.**

The committee were advised this was done before GJ Hulm had their annual sales in March.

DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS

None

**MINUTES
EXTRA-SALEYARD COMMITTEE**

TUESDAY, 28 MAY, 2019

COMMITTEE REPORTS:

SC01. Tumut Saleyard Committee- Matter for May 2019

RECOMMENDATION

1. That Council undertake the development of incorporated Associated agents model agreement to operate the Tumut Saleyard.
2. That the outcomes and a further report be brought to the Committee.

Chris Annetts / Kerry Kell

GENERAL BUSINESS:

1. Harrison from Elders to be added to the Committee – Application Form to be completed

NEXT MEETING

The next meeting will be held on Monday, 8 July 2019.

CLOSED:

The meeting closed at 6:20PM.

**MINUTES
FRIENDS OF TUMUT WETLANDS**
TUESDAY, 19 MARCH, 2019
MEETING COMMENCEMENT: 4:08PM
PRESENT:

Participants:	Present:	Apology:	Absent:
Clr Geoff Pritchard (Delegate)	x		
Facilities & Open Space Technical Officer Andrew Kinsey	x		
Ken Stubbs			x
Sharon Stacy			x
Gary Bilton			x
Bob Erskine	x		
Athol Price	x		
Simon Quinnell	x		

APOLOGIES:

Nil

CONFIRMATION OF MINUTES:

FOTW.01 RESOLVED that the minutes of the **Friends of Tumut Wetlands** held on **18-September-2018** be accepted as read.

Bob Erskine/Clr Geoff Pritchard

BUSINESS ARISING FROM MINUTES:

Nil

DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS:

Nil

COMMITTEE REPORTS:

Want a new format in the previous minutes – No suggestions were received.

Friends of Tumut Wetlands Committee - Matters for March 2019 (.)

- The committee would like a copy of the Janet Mackay Wetlands Plan and the 10 year Management Plan for the Wetlands.
ACTION: Information will be provided at the next committee meeting.
- The committee would like a copy of the Pesticide Management Statement of requirements for the Wetlands.
ACTION: Information will be provided at the next committee meeting.
- The committee would like the mowing/slashing service rate clarified for the TSR/horse shoe track.
ACTION: Information will be provided at the next committee meeting.
- The committee would like an update on the status of the Brochure.
ACTION: Council is still waiting on quotes from Gary Bilton.

**MINUTES
FRIENDS OF TUMUT WETLANDS****TUESDAY, 19 MARCH, 2019**

- The committee wants an update on the status of the Elm Tree Management Plan.
ACTION: Information will be provided at the next committee meeting.
- The committee has requested the plans to extend the walking are not to be pursued.

GENERAL BUSINESS:

1. The committee would like to know what the budget is for the Wetlands.
ACTION: The committee will be informed of the budget once this has been passed by council.
2. The committee would like clarification on whether dogs are permitted within the Wetlands and under what conditions.
ACTION: Information will be provided at the next committee meeting.
3. Coordinator Open Spaces and Facilities (COS&F) would like the Friends of the Tumut Wetlands Committee meeting to be held every 6 months. The committee agreed with the meetings to be held in Autumn and Spring and the Committee requested the September meeting be held at the Wetlands.
ACTION: Change the Terms of reference to reflect 2 meetings per annum.
4. (COS&F) has asked if Simon Quinnell and Ken Stubbs are able to continue mowing in light of Phil Barton's resignation as a volunteer. Simon Quinnell agreed to continue if his time permits and has asked if Snowy Valleys Council (SVC) can maintain the area around the caravan park.
ACTION: Council Staff have picked up the additional maintenance and budgeted for the next financial year.
5. The Committee requested that the fate of the wood pile near the TSR entrance be decided at next meeting at the Wetlands.
ACTION: Council officers have liaised with RFS NSW of burning of the stockpile is being arranged.
6. The Committee would like SVC to investigate the possibility of including pedestrian crossings at the traffic lights near Gocup Road and Adelong Road as part of the traffic light upgrades undertaken by RMS, to link the Walking Track to the pedestrian path and allow for safer pedestrian access to and from the Wetlands.
ACTION: Information will be provided at the next committee meeting.

NEXT MEETING

The next meeting will be held on TBA

CLOSED:

The meeting closed at 4:47PM.

BATLOW DEVELOPMENT LEAGUE**GENERAL MEETING 1st MAY 2019****MEETING COMMENCED: 7.00 pm**

PRESENT: K Dawson, C Dawson, A Dickinson, G Cox (SVC), N Davies (SVC), T M Donald, D Killeen, R Sweeney, D Wiltshire, C Agate, R Billing.

APOLOGIES: T Billing, K McLaren, C Smit, M Sedgwick, H Tietze.

MINUTES:

It was RESOLVED that the Minutes of the **Batlow Development League (BDL)** meeting held on 6th February, 2019 be accepted as read.

Moved: T McDonald/Seconded K Dawson/Passed

TREASURER'S REPORT:

It was RESOLVED that the Treasurer's Report of the **BDL** accounts to 1st May, 2019 be accepted as tabled.

Moved C Agate/Seconded R Sweeney/Passed

R Sweeney requested a bank account be opened to The Batlow Literary Institute. This is so funds collected at the art gallery can be identified.

Moved R Sweeney/Seconded C Dawson/Passed

This motion was rescinded after further discussion.

Moved R Sweeney/Seconded D Wiltshire/Passed

CORRESPONDENCE:

SVC Meeting Business Papers April 2019
PO Box renewal

BUSINESS ARISING

Cannery site tour was carried out.

GENERAL BUSINESS**Council Projects: (N Davies, G Cox)**

Library to be completed next year. Five EOLs are being assessed. SVC will give more information when available. The two options are, an extension of the current Library or a new build. This will depend on how far the one million dollar budget goes. The façade will have to be compatible with the Literary Institute. Completion time is February 2020, but an extension may be granted.

Playground equipment has been ordered. There will take about 12 weeks to be delivered.

Consultants will be engaged for CBD Masterplan. They will put together a design and the timeframe for each part to be completed. Research is being undertaken re 40Kph zone or pedestrian crossing

on Batlow Road. A consultant will look at all the options. BDL would like to meet with them to discuss further.

Cannery structural assessment will be carried out. The same demolition team will be responsible for the Caravan Park clean up. EOI for cannery site, a consultant will be engaged to assess the best business case for its development.

SVC new branding to be out in next few months.

Hides Park Sound Shell:

The sound shell committee has decided on a design. It will be the shape of a can and called "The Cannery". Quotations will be called for after Ciderfest. BDL to write to council requesting that the funds for the project be held over till next financial year.

RV Park Signage:

This is an ongoing issue. Signage needs updating as a matter of urgency, as the park is used a lot.

Terms of Reference:

This will be reviewed by council.

Concept of SVC purchasing toilet truck to hire out to festivals within the shire was discussed. G Cox will discuss with event's organiser.

Political campaign material is not to be handed out at BDL meetings. Candidates are welcome if invited.

Recommendation: Political campaign material not to be distributed at BDL meetings.

Moved D Killeen/Seconded C Agate/Passed

Literary Institute:

Instructions for use of stove and dishwasher need to be written and placed in the kitchen. Need to discuss a plan for operation of Literary Institute at next meeting. A chain has been placed around the gas cylinders.

The bus shelter, Literary Institute and street plant pots have been vandalised. Security measures need to be increased before Ciderfest.

Meeting closed at 9.35pm.

Next Meeting 5th June, 2019 in The Batlow RSL Club.

BATLOW DEVELOPMENT LEAGUE
MONTHLY FINANCIAL REPORT
1st May 2019

Apple Blossom Festival:	Opening Balance	\$ 20,328.31
	Income	\$ Nil
	Expenditure	\$ 17.83
	Balance As At 30/04/19	\$ 20,310.48
CiderFest:	Opening Balance	\$ 33,404.52
	Income	\$ 31,020.00
	Expenditure	\$ 1,534.67
	Balance As At 30/04/19	\$ 62,889.85
CiderFest Fixed Deposit		\$ 25,000.00
Literary Group:	Opening Balance	\$ 2,179.84
	Income	\$ Nil
	Expenditure	\$ Nil
	Balance As At 30/04/19	\$ 2,179.84
Development League Main Account:	Opening Balance	\$ 2,689.20
	Income	\$ 571.03
	Expenditure	\$ 70.80
	Balance As At 30/04/19	\$ 3,189.43

Prepared by Col Agate – Treasurer Batlow Development League 2019.

From: Khancoban CTC
Sent: 2 May 2019 11:26:00 +1000
To: 'Louise Werrett'; 'Lesley'; 'Glenda Barlee'; 'narelle perry'; annetempest@bigpond.com; Jenny Browne; jianyanchen2@gmail.com; Williams, Shirley; Ham, Julia; Smit, Cornelis; 'Ron Aaron s'
Subject: Mintues of meeting held Wednesday 1 May 2019
Attachments: KUVA Minutes 1 May 2019.docx

Morning all

Please find attached minutes of Committee meeting held yesterday.

Many thanks to Jenny for recording and typing these minutes in Jasmine's absence. Unfortunately I could not attach the financial statements from Anne as I did not have a USB stick to copy her report from the other Computer but I will send them separately or ask Anne to do so.

Regards

Lesley



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Minutes held at K.U.V.A Office on the 3RD April 2019.

Present: Ron Aarons, Anne Tempest, Narelle Perry, Julia Ham, Lesley Barlee, Louise Werrett, Jane Chen, Jenny Browne, community members.

Apologies: Robyn Harvey (SVC), Glenda Barlee, Jasmine Cremona, Cor Smit

Lesley Barlee opened meeting at 9:00am

Lesley welcomed and thanked everyone for attending, she also acknowledged the traditional owners of this land and Elders past and present.

Minutes of meeting 3rd April moved Narelle moved seconded Jenny. Carried.

Business arising from Minutes

Lesley to write letter to Ann Maree and Alby for their contribution to KUVA, Op Shop and Artisan group over the last eight years. Lesley to show committee before letter of acknowledgement is sent.

Lesley thanked everyone who had contributed to the cleanup of the office over the last few days.

Heritage photos from Coral Lattanzio are now displayed on wall.

Signatories on all bank accounts except for Artisan Group have been completed.

Gardening club to be discussed next meeting for rose garden. Signatories completed.

Correspondence In:

Nil

Correspondence Out:

Nil

Treasurers Report:

As per attached. Anne has updated all figures for the past year. Anne moved a motion that she can pay all invoices as they come in, seconded Narelle. All invoices would be presented at each meeting for approval.

General business:

Easter raffle raised \$315.00.

1 st prize	Julia Mommone
2nd prize	Sue Hubbard
3 rd prize	Lorraine Moss

Markets are later in the year. Michelle McLaughlan previously ran the markets. Ron asked if KUVA would be interested in running it now. Julia to check on insurance. \$15 charge per table. Narelle

suggested having a market when produce is more readily available. Ron suggested a night market and to be discussed at next meeting. It was also suggested to have a cake stall every few months and to ask volunteers from the community to assist. First cake stall to be set at June meeting and a notice placed in Jottings.

Discussion regarding the Op shop furniture. Who owns this? To be deferred.

Narelle mentioned wanting to place a Khancoban historical display on far right CTC wall. Narelle and Mary to organise this and report back each committee meeting.

Grants and donations: Julia to enquire who owns the CTC building so that we can update carpet, paintwork etc through grants. Is it Snowy Hydro? Khancoban Country Club have a nice wooden extendable table which they are happy to donate to KUVa but it will need to be checked as it has a wobbly leg. . Julia suggests that we would have an excellent chance of getting a grant of between \$800-\$900.

A communities meet and greet suggested by Lesley to welcome new residents and other residents is planned for Wednesday 5th June at 10.30am to coincide with the next cuppa with councillors. This will be held at the CTC. Ron is happy to distribute notices to local residents advising them of this event.

Ann Maree informed a member of the committee that she had received a letter informing her that the Artisan group was not part of the 355 committee. Artisan bank statement shows \$818.71 which Alby informed us that this money was going to council. Louise would like her name removed from the Artisan bank statement. Alby and Ann-Maree and Louise to close bank account and money to be spent in Khancoban. Julia to contact Ann Maree.

Lesley suggested only handmade items such as knitting and jams etc only be sold as part of the Artisan group. Each contributor is to pay an annual fee of \$25 at the beginning of each financial year with 10% of all sales going into the Artisan bank account. They will also be asked to work a shift if physically able. Moved Anne Tempest seconded Ron Aarons. Carried

Lesley mentioned that she had been speaking to Shirley from the Shire Office and each committee member must fill in an Application form to be a committee. Lesley asked that each committee member work in the Op shop and CTC at least one day per month. Coral has now rejoined the Op shop, has filled in relevant paper work and is happy to work on a weekend.

Anne suggested we meet Monday 6th May to discuss Tuesday's meeting and where we would like or prefer the money to be spent.

Regarding advertising for Jottings. Anne to follow up on payments.

Tumut and Adelong Times shows our Khancoban mural.

Ron mentioned that he had received a quote from Allan Scott of approximately \$600 for anti graffiti paint. Ron moved and Narelle seconded that we ask Alan to purchase this paint as soon as possible.

Julia brought Genevieve Flemming to see Khancoban. She is the chairperson of the Destination Riverina Murray. She absolutely loved our town and hopefully will help in tourism.

Community Hall has been quoted \$460,000 to repair (one quote only)
To demolish and build a new hall would cost \$2.5 mil.

Snowy Hydro Discovery Centre is now not going ahead in the old General Store
Julia suggested using it as a hall for now.

Local member Justin Clancy hopefully will help push the hall repair forward.
Tuesday 7th 10.30am meeting to discuss hall, signage and seats etc.
See attached.

Leslie thanked everyone again for their hard work in cleaning out CTC. Discussed various community members to run and teach various crafts that could involve town residents utilising our facilities. She also thanked Coral for her knitting donation which Coral has said all sales would go to Artisan.

Ron wants to investigate why we have so many bank accounts. To be discussed next meeting. Is a term deposit necessary for \$8,359. Anne moved Narelle seconded.
Lesley thanked everyone and non committee people for attending.

Lesley Barlee closes meeting at 10:55am
Next meeting to be held Wednesday 5th June 9.00am

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Lesley Barlee
Chairperson



The Secretary
P.O. Box 6
TALBINGO NSW 2720

Talbingo Progress And Ratepayers Association.



ABN 12 881 275 246

MINUTES OF THE GENERAL MEETING HELD WEDNESDAY 2 MAY 2019

Meeting Opened: 7:30 pm

PRESENT: Lorraine Oliver	Regina Roach	Joy Otto	Ross Shield
Jo Erskine	Bob Erskine	Frank McCorry	James Smith
Cate Cross	Robyn Harvey	Solly Seidl	Lindsay Raymond
Leanne Dunn (by phone)		Bruce Pullen	Gary Bilton

APOLOGIES: None.

CHAIRPERSON: Regina Roach.

NEW & RENEWED MEMBERS: (From April's meeting) Solly Seidl, Stewart Guy.

ACCEPTANCE OF THE PREVIOUS MINUTES:

AMENDMENTS:

Treasurers Report: The opening balance should read \$10,633.84 and closing balance \$10,708.15 The cost of the spray for cherries was \$23.99. To include cash reserve balance of \$10,675 after interest of \$3.39.

RESOLVED: Moved Lorraine 2nd Joy that the amended minutes of the Talbingo Progress and Ratepayers Association held on 6 February 2019 be accepted. Carried.

BUSINESS ARISING FROM THE MINUTES:

Walking Tracks in Talbingo – Ongoing.

Gate at Church yard – (Letter sent 16-4-18). Leanne reported she spoke to Theresa Caffery. It is likely there will be a written response to our letter and that response is likely to be negative. That the Jack Bridle Cycle/Pathway be sealed to be wheelchair accessible - It was noted that according to Council's Talbingo Major Projects list this project is to be delayed until October 2020.

Flagpoles for Cenotaph Grant Application - Ongoing.

General Waste Collections - Jo reported Andrew, the new Waste Management and Strategy Officer will be emailing us next Friday regarding a meeting to discuss waste. It was agreed by consensus **Recommendation: That the new Council Waste Officer be invited to our next meeting.**

Access to Batlow Link Road - Robyn reported our recommendation to Council "That Council write to NSW Forestry Corp. requesting a 12 months schedule of actual truck movements on the Talbingo - Batlow link road." has been accepted by Council. Ongoing.

Wheelchair Access - 1. Rollover for wheelchair access on the north-west corner of Bridle and Lampe streets and 2. From Bike Path to Golf Club - Robyn handed around copies of Council's Talbingo Major Projects List and reiterated what Council's Heinz Kausche reported to our December 2018 meeting that he spoke to Glen McGrath and they are hoping to use some of the \$350,000 Jack Bridle track money for this project. Ongoing.

Proposed Talbingo Community Energy Project - Gary handed around copies of news articles reporting; some lobbying from our local State member Jo McGirr for the Lockhart project and later; the Federal Deputy Prime Minister Michael McCormack announcing \$1 million towards the project. Moved Ross 2nd Jo that draft letters as presented be sent to Essential Energy, Transgrid and Lockhart Shire so as to gather more detailed information about; Talbingo's

electricity use; the amount of electricity presently exported from Talbingo generated by solar panels and the beginning processes used by Lockhart Shire to involve their community in their project.

Proposed Cemetery for Talbingo - Robyn reported Council's Gus Cox has just returned from leave. Ongoing.

No Public Toilet for Talbingo Library - Councillor Cate Cross mentioned she raised this issue at a Riverina Regional Library Service Committee meeting. Robyn reported she has co-ordinated a meeting between Regina and Gary; Council and NSW Dep't of Education's Russell Graham, Director Educational Leadership, Gundagai Principal Network for Wednesday 22 May 4 pm at Council's Tumut Offices.

Loss of Talbingo Community Gardens - Gary mentioned considerable resources of money, and volunteer time have been expended here. He proposed bringing this up with Council and Department of Education at the above meeting with the aim of getting a reprieve to solicit for possible new interest in the gardens or alternatively to establish a new area of Council land similar to Tumut Community Garden and relocate gardens there.

Street and Public Tree Plantings - A policy is still to come out "early in 2019". Bob mentioned our 2013 Talbingo Open Space Management Plan by Jane Irwin which we had prepared at the time in response to Council's wish to minimise management costs. Also Council has not consulted us about the existing tree plantings and their water requirements which are unsuitable for our area. Moved Bob 2nd Gary **Recommendation: That Council incorporate the objectives of the 2013 Talbingo Open Space Management Plan into the proposed Tree Policy and recognise the specific growing limitations of the individual localities within the Shire.**

Proposed Hume and Hovell Walking Track and Cycleway Master-plan - James spoke to Fiona Kotvojs - Federal Liberal Candidate for Eden-Monaro re swing-bridge. She reported to him there's a 50/50 chance of \$1 mill grant.

\$180,000 Playground adjacent to Shopping Centre - According to Talbingo Major Projects list this project has been delayed until 31 December 2019.

Miles Franklin Park Toilet Block Upgrade - According to our last minutes "waiting for budget."

Snowy 2.0 Focus Group - Leanne reported speaking to SnowyHydro's Dean Lynch who said they are waiting until there is something to report to us. Bob received a note from SH to say there will be a meeting with the community next month. To be reported in the Talbingo Talkabout.

Talbingo Tattoo - 2018 - Gary reported letters of thanks still to be sent.

Book Trolley - Books for sale at the Easter Markets didn't happen. Joy and Jo have selected out books which are unsaleable. Joy to organise a group meet to decide what to do with them.

Discussion on the speed limits along Miles Franklin Drive - Robyn reported Council's Road Safety Officer Anthony Carroll will be visiting Talbingo to meet with us and assess this matter.

Proposed Stop Sign Junction of Grove, Ryan and Clayton Sts - Robyn reported Council's Road Safety Officer Anthony Carroll will be visiting Talbingo to assess this matter. James to liaise with Anthony and the concerned local for a meeting.

Bill Byatt Remembrance Plaque - Talbingo Memorial Wall - Lorraine reported Dawn Byatt was absolutely delighted at this proposal. Lorraine will look at size of plaque needed, cost and possible designs for consideration. Two spaces together to be reserved.

ANZAC Day 2019 - There were many congratulatory comments about the running of this years service, breakfast, and the report in the paper, with a record attendance at the service. Lindsay reported he has already begun applying to hopefully ensure a Catafalque Party attends next year.

Promoting Responsible Cat Ownership in Talbingo - Jo to draft recommendation to Council re this objective.

TREASURER'S REPORT:

Lorraine distributed a copy of the February 2019 report to all those present. **Opening Balance:** \$10,708.15. **Income:** Talbingo Talkabout 2 x \$50 anonymous donations - \$100, Book Trolley: \$176.85. **Expenditure:** Can Assist Donation - Talbingo Tattoo \$500. **Closing balance:** \$10,485.95. The cash reserve balance was \$10,679.40 after adding interest of \$3.74. Invoices from Talbingo Supermarket - ANZAC breakfast \$40; Tumut Valley Florist - wreath \$60; Bob Erskine - Talbingo Talkabout - ink \$113.73 were presented. Moved Lorraine 2nd Ross. That the outstanding invoices be paid and Treasurer's report as presented be accepted. Carried.

CORRESPONDENCE:

From Council's Minutes - Snowy Valleys Destination Brand Strategy (Noted)

From Robyn Harvey - Snowy Valleys Council (SVC) - Talbingo Major Projects list, costs & completion date projections.

From Talbingo's Community Energy Sub-Committee - info re Lockhart's project progress and draft letters from us to various authorities to progress our project.

From Gary - document re \$5 million benevolent fund for Tumut area.

Moved Gary 2nd Lorraine that correspondence be accepted. Carried.

GENERAL BUSINESS:

Talbingo Talkabout - Gary noted the unsustainable costs of the TT. Suggested when Public Wi-Fi within the town centre is established by June 2020 at a cost of \$10,000 (as per Council's Talbingo Major Projects list) that we put a sign at entrance to town giving Wi-Fi password and directing enquiries to TT online. This could replace TT hardcopy. Jo reported the TT committee are setting up a website presently. Bruce reported free Wi-Fi is available presently at shops. Go to Dep't of Human Services for details.

Vandalism in Talbingo - Reports were received of multiple properties and a vehicle being affected as well as road signs being pulled out and dumped elsewhere. The Police have been alerted. It was proposed to re-invigorate Neighbourhood Watch which it is believed needs to be run with the Police. Andrew will be contacted re this.

Snowy Valleys Council Climate Change Forum - Jo Bob and Gary attended in Batlow for the full day session. This was part of SVC updating it's Climate Change Strategy in order to be able to apply for NSW Gov't grants.

First Aid Course - It was suggested there may be enough interest to run a first aid course here. Notice to go into Talbingo Talkabout to contact James if interested.

\$5 Million over 5 years Benevolent Fund for Local Communities - Gary reported attending a meeting discussing the possibility of this programme taking off locally. Only 5 areas have been chosen and Tumut area is one of them. To kick off this programme, grants will be available to local community groups. This is the first step in what could be a five year partnership with the Investing in Rural Communities Futures programme."

NEXT MEETING:

The next meeting will be held on Wednesday 5 June 2019 at the Country Club meeting room at 7.30 pm

TERMINATION: Meeting closed at 9.20 pm.

Cate and Robyn left the meeting at 9.10 pm.

**Talbingo Progress & Ratepayers Association
Financial Statement 1/4/2019 to 30/4/2019**

DATE	ITEM	REC NO	CHQ NO	CREDIT	DEBIT	BALANCE
	Cheque Account					
1/4/2019	Opening Balance					\$10,708.15
1/4/2019	Book Trolley	9401282		\$176.85		\$10,885.00
5/4/2019	Anonymous x 2 - Talbingo Talkabout	9401283		\$100.00		\$10,985.00
12/4/2019	Fee for Stop Payment on Cheque 200274				\$12.00	\$10,973.00
15/4/2019	Refund of Fee Charged on Cheque 200274			\$12.00		\$10,985.00
29/4/2019	Can Assist - Donation from Talbingo Tattoo		200278		\$500.00	\$10,485.00
30/4/2019	Interest			\$0.95		\$10,485.95
30/4/2019	Closing Balance			<u>\$289.80</u>	<u>\$512.00</u>	<u>\$10,485.95</u>
	Cash Reserve Account					
1/4/2019	Opening Balance					\$10,675.66
30/4/2019	Interest			\$3.74		\$10,679.40
30/4/2019	Closing Balance					<u>\$10,679.40</u>

Allocated Funds

Landcare \$1,000.00 less \$543.84 = \$456.16
 Snowyhydro Grant \$333.35 less \$131.96 =
 \$201.39
 Advertising Talbingo money left over = \$1,531.50
 2016 Tattoo money held = \$597.39
 2017 Tattoo = \$1500.00
 2018 Tattoo = \$856.52 = Total \$2,953.91
 Money held for STAGE - 2018 Tattoo \$1,000.00 +
 Donation Teajosdan P/L \$250.00 = \$1,250.00

Petty Cash	Income	Exp.	Balance
Cheque to start Petty Cash - Chq 200245 7/6/17	\$200.00		\$200.00
Katopra - Photos for Rita & Garry Farewell		\$40.00	\$160.00
Tumut Valley Florist - Anzac Day Wreath - 2017		\$55.00	\$105.00
Talbingo Supermarket - Sept Account		\$3.80	\$101.20
G. Bilton - Card for Rita Petra (Birthday)		\$10.00	\$91.20
Talbingo Supermarket - Oct/Nov Account		\$3.80	\$87.40
Talbingo Supermarket - December Account		\$16.00	\$71.40
Talbingo Supermarket - March Account		\$2.00	\$69.40
Tumut Valley Florist - Anzac Day Wreath - 2018		\$55.00	\$14.40
Recoup Petty Cash - Cheque 200262 3/5/2018	\$130.60		\$145.00
Talbingo Supermarket - May Account		\$3.20	\$141.80
Talbingo Supermarket - June Acc - Photocopies		\$2.20	\$139.60
Talbingo Supermarket - August Acc - Photocopies		\$15.40	\$124.20
Talbingo Supermarket - Sept/Oct Acc - Photocopies		\$11.00	\$113.20
Stickers for Book Trolley		\$11.90	\$101.30
Talbingo Supermarket - Nov/Dec Acc - Photocopies		\$10.00	\$91.30

	Talbingo Talkabout	Income	Exp.	Balance
6/12/2017	B. Quarmby - Advertising	\$50.00		\$50.00
6/12/2017	J. Erskine - Start Up fund for printing	\$100.00	\$100.00	\$50.00
25/1/2018	Dick Bye - Advertising	\$50.00		\$100.00
7/2/2018	Ming Restaurant - Advertising	\$50.00		\$150.00
7/2/2018	Unknown - Advertising	\$50.00		\$200.00
7/2/2018	Talbingo Tourist Park - Advertising	\$50.00		\$250.00
7/2/2018	H & M Trager - Donation	\$10.00		\$260.00
8/2/2018	Talbingo Mountain Retreat	\$50.00		\$310.00
2/5/2018	Unknown - Donation	\$2.00		\$312.00
	J. Erskine - Cost associated with Talbingo Talkabout		\$673.00	-\$361.00
22/10/2018	Talkabout			-\$311.00
28/11/2018	B. Quarmby - Advertising	\$50.00		-\$311.00
	J. Erskine - Cost associated with Talbingo Talkabout		\$493.05	-\$804.05
5/12/2018	Talkabout			-\$804.05
14/12/2018	Teajosdan Pty. Ltd. Caravan Park - Advertising	\$50.00		-\$754.05
18/12/2018	J & S Sellars - Advertising	\$50.00		-\$704.05

6/2/2019	Ming Restaurant - Advertising	\$50.00		-\$654.05
12/4/2019	Anonymous X 2	\$100.00		-\$554.05

	<u>Website - Advertising</u>	Income	Expenditure	Balance
26/7/2017	Snowy Valley Council - D/D for Website	\$480.00		
3/8/2017	Talbingo Caravan Park - Web123		\$807.00	
28/9/2017	Teajosdan Pty. Ltd - Caravan Park	\$200.00		
28/9/2017	Talbingo Country Club	\$200.00		
28/9/2017	Milton Quarmby	\$200.00		
28/9/2017	DW & HF Harris	\$100.00		
4/10/2017	Kindsan Pty Ltd - Talbingo Supermarket	\$200.00		
10/10/2017	Talbingo Mountain Retreat	\$200.00		
17/10/2017	Mark Ward	\$200.00		
19/10/2017	BN & LA Oliver -PRD Nationwide	\$200.00		
23/10/2017	Talbingo Service Station	\$200.00		
23/10/2017	S. Guy - Go Play Outside	\$200.00		\$1,573.00
13/7/2018	Web 123		\$1,188.00	\$385.00

Tumbafest Committee Meeting**17 April 2019****Council Chambers Tumbarumba**

ATTENDEES: Andrew Rae (President), Martin Burke (Vice President), Chris Blake (Treasurer), Irene Lauder (Secretary), Karly Fynn (Event Coordinator), Richard Cottam, Desley Kendall, Ed Lauder, Jackie Lauder, Helen Taylor, Julie Giddings, Martin Brown, Sue Goldspink, Ken Dale, Tamikah Hoffman, Neil Bombardier.

APOLOGIES: Alison Dennis, Kylie Bradley.

MEETING OPENED 6:00pm

Incoming President Andrew Rae, acknowledged the significant contribution by outgoing President Ed Lauder, and thanked him for his efforts.

CONFIRMATION AND BUSINESS ARISING PREVIOUS MINUTES

Accepted

Moved: Chris Blake, **Seconded:** Neil Bombardier

MEETING DATES FOR 2019 / 20

See attached. Committee agreed to change meeting schedule to 2nd Wednesday of each month for monthly meetings, subject to amendment as and when agreed.

NOMINATIONS OF SUBCOMMITTEES

Sponsorship S/C: Chris Blake, Julie Giddings, Neil Bombardier, Tamikah Hoffman.

Market Stalls S/C: Julie Giddings, Ken Dale, Tamikah Hoffman, Andrew Rae.

Food Stalls S/C: Ed Lauder, Andrew Rae, Helen Taylor, Jackie Lauder.

Merchandise S/C: Jackie Lauder, Irene Lauder, Marilyn Fredericks

Children's Activities S/C: Desley Kendall, Julia Ham

Main Stage S/C: Ed Lauder, Jackie Lauder, Helen Taylor, Tamikah Hoffman, Desley Kendall, Sue Goldspink.

New S/C Licensing: Ken Dale, Sue Goldspink, Ed Lauder, Richard Cottam.

All S/C nominations accepted

Moved: Neil Bombardier **Seconded:** Tamikah Hoffman

GENERAL BUSINESS;

For future consideration - Grant Funding Destination NSW, Consider specific targeting for marketing, Cultural Funding Grants NSW Culture Council.

Financial management - Committee to evaluate options and consider implications if Committee were to "Self-Manage" Financial affairs from 1 July 2019, particularly detailed budget and bank account management. Chris to investigate options and costs. Discussions to be held with Council regarding implications, including Tumbafest Committee assets held under Council 355 structure.

NEXT MEETING: 5 pm, 15th May 2019 Council Chambers Tumbarumba

TOPICS FOR DISCUSSION:

Logo update, Headline Acts, Cooking Demonstration,

MEETING CLOSED: 6:45pm



TUMBAFEST ANNUAL GENERAL MEETING MINUTES
COUNCIL CHAMBERS
17th April 2019

MEETING COMMENCED: 5.15pm

PRESENT: Ed Lauder (President), Martin Burke (Vice President), Chris Blake (Treasurer), Karly Fynn (Coordinator), Richard Cottam, Desley Kendall, Andrew Rae, Jackie Lauder, Irene Lauder, Julia Ham, Helen Taylor, Julie Giddings, Martin Brown, Sue Goldspink, and joining members Ken Dale, Tamikah Hoffman, Neil Bombardier.

APOLOGIES: Allison Dennis, Kylie Bradley, Kay Wilson (tendered her resignation), Marilyn Fredricks, Andrew Gertzendorfer

1. CONFIRMATION OF PREVIOUS TUMBAFEST AGM MINUTES held 2nd May 2019:

Moved: Chris Blake

Seconded: Martin Burke

2. REPORTS:

Presidents Report – see attached Annual Report, presented by Ed Lauder

Moved:

Seconded:

Event Report and Financial Statements– Karly provided a verbal summary of her report to be emailed to members by Karly for comment, review and acceptance at an ordinary meeting once financial details have been provided by Council.

The annual report will be finalised and submitted, and presented to Council and become a public document.

Financial Report – The financial report could not be presented and the committee unable to determine a final financial position due to a lack of accurate detailed

financial records from Council. The final financial position will be determined and reported when details have been provided by Council.

Moved: Martin Brown

Seconded: Julie Giddings

3. ELECTION OF BEARERS:

Ed Lauder declared all position vacant and called for nominations, Julie Giddings chaired the meeting during election of positions.

- **President:** Andrew Rae

Moved: Jackie Lauder	Seconded: Irene Lauder
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- **Vice President:** Martin Burke

Moved: Helen Taylor	Seconded: Chris Blake
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- **Event Coordinator:** - *deferred to ordinary business meeting*
- **Secretary:** - Irene Lauder

Moved: Richard Cottam	Seconded: Desley Kendall
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- **Treasurer:** - Chris Blake

Moved: Karly Fynn	Seconded: Jackie Lauder
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- **Vice Treasurer:** - Martin Brown

Moved: Chris Blake	Seconded: Andrew Rae
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- **Councillor Representative:** Julia Ham
- **Coordinator Tourism & Economic Development:** Kylie Bradley (ex officio)
- **Continuing Committee Members:**

Allison Dennis	Jackie Lauder
Desley Kendell	Julie Giddings
Ed Lauder	Richard Cottom
Helen Taylor	Sue Goldspink
Irene Lauder	
- **Incoming Committee Members:**

Marilyn Fredricks (returning member)	Neil Bombardier
Ken Dale	Tamikah Hoffman
	Andrew Gertzendorder

All positions were nominated and unanimously carried.

4. GENERAL BUSINESS:

Nil – any items carried over to ordinary meeting.

Meeting Closed: 5:50pm

Next Meeting: TBA April/May 2020

Tumbafest Committee Minutes

Meeting 15 May 2019

Tumbarumba Council Chambers



1. Attendance / Apologies					
Andrew Rae (President)	Present	Ed Lauder	Present	Jackie Lauder	Present
Martin Burke (VP)	Present	Richard Cottam	Present	Helen Taylor	Present
Chris Blake (treasurer)	Present	Bruce Wright	absent	Irene Lauder	Present
Irene Lauder (secretary)	Present	Kylie Bradley	Apology	Martin Brown	Present
Karly Fynn (co-ordinator)	Apology	Sue Goldspink	Present	Julie Giddings	Present
Alison Dennis	Apology	Julia Ham	Present	Desley Kendall	absent
Ken Dale	Present	Tamika Hoffman	Present	Neil Bombardier	Present
Marilyn Fredericks	Present				

Meeting Open: 5:00 pm

Meeting Close: 7.15 pm

2. Business arising from previous minutes

In previous minutes some names were left off subcommittees. Correct subcommittee list attached.

Sponsorship	Market Stalls	Food Stalls	Main Stage	Children's Entertainment	merchandise
Chris Blake	Julie Giddings	Ed Lauder	Jackie Lauder	Desley Kendall	Jackie Lauder
Neil Bombardier	Ken Dale	Jackie Lauder	Ed Lauder	Julia Ham	Irene Lauder
Tamika Hoffman	Tamika Hoffman	Helen Taylor	Tamika Hoffman		Marilyn Fredericks
Allison Dennis	Andrew Rae		Neil Bombardier		
Julie Giddings	Irene Lauder		Martin Bourke		
			Desley Kendall		
			Richard Cottam (cooking/chef)		
			Helen Taylor		

Moved: Martin Bourke

Seconded: Julie Giddings

3. 2019 Event

a. Financial Report and Budget 2019 event

Presented by Chris Blake. Most expenditure has been finalised through council. Expected overrun on budget approximately \$23,666.

Reasons for overrun: Increased expenditure on security due to tighter licencing restrictions, some capital expenditure on gazebos and tables, absence of big screen on 2019 budget.

b. Event report

Interim Final report accepted.

Moved: Martin Bourke Seconded: Helen Taylor

c. Correspondence

Number of letters/emails from bands or managers about interest in performing at 2020 event.

These we passed on to Main Stage sub-committee for consideration.

Moved: Ed lauder Seconded: Jackie Lauder

4. Financial System investigations report

Tumbafest will stay as a 355 committee.

Options for management of finances in future:

- a. WFD Financial Services quote received
Cost \$400 per month covers many services (listed in quote)
Letter of engagement will be sent to treasurer.
- b. Bush and Campbell have been asked for quote but not as yet received
- c. Michelle Miller will be approached for a quote
Two motions were put to the committee.
Motion 1: Treasurer will seek tenders for book keeping/ accounting services from 1/7/2019
Moved: Chris Bourke Seconded: Sue Goldspink

Motion 2: That Tumbafest will formally advise Snowy Valleys Council that they would like to take control of finances for Tumbafest from 1/7/2019 and that cash reserves need to be available and transferred to Tumbafest account as of 1/7/2019.
Moved: Helen Taylor Seconded: Tamikah Hoffman

5. **Revised meeting dates for 2019/2020** Revised dates accepted

Moved: Julie Giddings Seconded: Martin Brown

6. **What is Tumbafest- think tank session on Tumbafest including:**

- a. **2020 Event**
Discussion on whether to remain as 2 day event or to move to one day event and options of going later on Saturday evening. Consensus was to remain as two day event.
- b. **Ticket sales and prices**
Ticket prices were revised upward as they had not changed for a number of years. New prices are shown below.

Early Bird Tickets

	Weekend	Saturday	Sunday
Adult	\$60	\$40	\$30
Pension	\$35	\$25	\$20
Junior (13 -17 yrs)	\$15	\$10	\$10
Major Sponsor Staff	\$50	\$35	\$25

Tickets after Earlybird date

	Weekend	Saturday	Sunday
Adult	\$70	\$45	\$35
Pension	\$40	\$30	\$25
Junior (13 -17 yrs)	\$15	\$10	\$10
Major Sponsor Staff	\$50	\$35	\$25
Family (2 adults + 3 children)	\$110		

Children aged 12 and under free

Moved: Jackie Lauder Seconded: Helen Taylor

- c. **Cooking demonstrations – where to for 2020**

Proposed for one day only. Richard will come next meeting with proposals for cooking tent.

- d. **Main Stage – general views**

Suggestions were for a well known main act (major part of the budget) to draw crowds and then good local acts. Maybe a mix of the type of music with maybe a good modern country act for the last act of the Saturday. Main stage committee will look to get a sponsor for the main act.

- e. **2020 Budget – preliminary discussions.** Deferred until next meeting

7. **Event Coordinator – payment and tenure**

Karly Flynn will receive same remuneration as last year but will be offered a 2 year contract.

Moved: Martin Bourke Seconded: Tamikah Hoffman

8. **General Business**

- a. Andrew Rae reported that council is looking at **stopping** dry hire of equipment due to insurance issues. He will follow up with council. If committee is unable to hire out equipment this could adversely affect the budget bottom line.
- b. Wrist band copying is an issue. A price for plastic bands should be investigated.
- c. Advertising costs discussed. Consensus was that social media apps are the most effective form of advertising. A poll will be developed for Tumbafest Facebook page to elicit views on types of acts, format of days etc. A monthly prize draw of Double pass/family pass for respondents.
- d. Martin Brown suggested that committee approach Ideas in Tumut for disabled toilet for 2020 event.

9. **Meeting closed 7.15pm.**

Next Meeting – Wednesday 10 June



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EXECUTIVE SUMMARY

Bendigo Bank Tumbafest 2019 was held on Saturday 23rd and Sunday 24th February, this year being the events 22nd year of operation.

Karly Fynn was contracted as the Event Coordinator for 2019 and worked with the Event Committee to ensure a successful delivery of the Festival. Karly has compiled this final report of Tumbafest 2019 in consultation with the Event Committee for presentation to Snowy Valleys Council and other key festival stakeholders.

Bendigo Bank continued their sponsorship of the event with 2019 being the second year of a three year contract as naming sponsor to the Festival while maintaining their ongoing support as Main Stage sponsor. 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. Costa Berries came on as a major sponsor for a three year term, 2019 being their first year, with naming rights to the Cooking Demonstration Tent.

The Bendigo Bank Main Stage entertainment was a highlight of the Tumbafest program with Darren Middleton headlining Saturday and Bex Marshall headlining Sunday's line up.

The Committee set a target of \$50,000 for sponsorship and was successful in gaining over \$63,000 worth of cash and in-kind sponsorship for the 2019 event.

The Tumbafest Markets were one of the biggest yet, and overall feedback from stallholders was positive. The range of cuisines and type of food and non-alcoholic beverage available this year in the food stalls was fantastic.

As the Tumbafest survey shows, the majority of Festival patrons were 'Very Satisfied' with the Festival. Tumbafest continues to be one of the biggest events on the Tumbarumba calendar and has become one of the regions flagship events.

1. BACKGROUND

Karly Fynn was contracted by Tumbarumba Shire Council in August 2018 to undertake the organisation of Tumbafest 2019 which was held on Saturday 23rd and Sunday 24th February 2019.

Under the Tumbafest Committee's direction, Karly was contracted to provide events coordinator support to the Tumbafest Committee to ensure that the Tumbafest activities and events were successful and profitable. Karly was also the main contact for the event 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 Tumbafest Events Coordinator operated from their office based in Wagga Wagga, and from an office within Snowy Valley's Council on days when working in Tumbarumba. The Events Coordinator was employed by Council and reported directly to the Tumbafest President.

The fees associated with the employment of the Events 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 Events 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.

This paper reports on the achievements of the Tumbafest objectives in 2019. It also makes recommendations for the coordination of Tumbafest in 2020.

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 seven members and is responsible for:

- (1) Strategic and future planning of Tumbafest
- (2) Developing and implementing operational aspects of the festival
- (3) Policy Decisions surrounding the festival
- (4) Financial planning and decisions
- (5) Management of the Events Coordinator
- (6) Coordination of the festival program, operations and delivery
- (7) Signing contracts
- (8) Complying with legal and governance requirements
- (9) Risk management planning

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.

Committee Members

Ed Lauder	Martin Burke
Chris Blake	Andrew Rae
Sue Goldspink	Richard Cottam
Martin Brown	Julie Giddings
Allison Dennis	Jackie Lauder
Desley Kendall	Helen Taylor
Irene Lauder	Kylie Bradley – SVC Tourism Officer
Julia Ham and/or Bruce Wright – Councillor Representative	

The 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 Tumbafest Committee members chose specific tasks that they would be responsible for in the planning stages and over the Festival weekend. Each member elected to go on a subcommittee to assist with the specific planning and operational needs of that area such as including merchandise, main stage entertainment, sponsorship, food stalls, market stalls, children's entertainment.

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 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.

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

On being elected President following Donna May's departure from the district the first task was to source a new coordinator.

Tash McQueen was our previously, highly regarded coordinator, who also moved from the district to advance her career. We had no luck recruiting a new coordinator initially, possibly due to limited outreach, but on extending the search we had three highly qualified applicants.

All three were interviewed by the selection panel and Karly Fynn was contracted to fill the position in August 2018. While she has proved to be an outstanding choice, the late appointment placed her and the committee well behind in planning and budgeting.

The work ethic and commitment of the incoming committee, including our four new members, was high and we divided the team into various sub committees to set about organising the 2019 event.

Attendance at meetings was at a high level with vibrant discussion and think tanks producing many great initiatives.

In February, we were able to deliver another successful event but need to take on board suggestions from survey responses and implement them for improvement in 2020.

The incoming Committee has challenges to face including the Main Stage mix and whether to go to targeting a headline performer. Other trials could be new licensing restrictions and government festival threats.

I thank all our sponsors including our Principal sponsor Bendigo Bank, Major Sponsors, Snowy Valley Council, Hyne Timber, Snowy Hydro and new Cooking Demonstration Tent sponsor Costa Berries. Without their financial support the festival would be much diminished.

I thank my committee for all their support and efforts and our coordinator Karly, for a highly professional effort in her initial year and I wish the incoming President and Committee an exciting and rewarding year.

Ed Lauder
Tumbafest President

4. ACHIEVED OUTCOMES

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 2019 Festival. Building upon the success of more recent years, ‘Blues Sunday’ was continued again this year.

For 2019, the committee engaged two headline performers for the weekend, Darren Middleton for Saturday, and Bex Marshall for Sunday.

The remainder of the line-up was a combination of local and regional performers, and included:

Saturday:

- Heatstroke
- Tumbarumba Pipes & Drums
- King River Rising
- Moreland City Soul Revue
- Ill Prepared
- Darren Middleton
- Raise Your Glass – PINK Tribute Band

Sunday:

- Praisefest
- Bridge Burners Blues Band
- Simon Kinny-Lewis
- Darren Jack
- Bex Marshall
- 19TWENTY

The overall survey results (see Appendix C) highlighted a dissatisfaction with 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. This is an aspect of the event the committee will need to address moving forward.

Leigh Ryan was engaged by the Committee again for 2019 as the Stage Manager and Master of Ceremonies, which proved to be successful once again. The bump in and out of bands ran extremely smoothly and the interaction between Leigh and the crowd was positive.

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. There was a significant amount of feedback by event attendees both on the day and via the Tumbafest Survey which indicated that the music was too loud.

Introduced in 2014, the big screen in 2019 proved to be a success. For 2019 the committee reduced the screens from two to one which worked well. Snowy Hydro again sponsored the Big Screen for 2019 and the time between performers on the main stage was utilised to maximise exposure for festival sponsors. SoundFits in Wagga Wagga were engaged to provide the big screen for the festival and Mayfly Media delivered the sponsorship videos and main stage live feed to the screen.

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 was successful in securing Costa Berries as a major sponsor for the Cooking Demonstration Tent under a new 3 year contract commencing in 2019. The cooking demonstrations for 2019 were conducted by Mark Olive – *The Black Olive*, who proved to be popular with the crowd and held two indigenous cooking/herb demonstrations each day of the event.

Richard Cottam as Tumbarumba Vigneron Association representative, liaised with Mark leading up to the festival to ensure Tumbarumba Wines could be matched to food prepared, and this was highly successful in 2019.

For 2019 a large TV was hired for the Cooking Demonstration tent and the committee contracted Mayfly Media to run a live feed from directly above the cooking bench to the screen to allow for those in attendance to be able to see exactly what the chef was doing. This received positive feedback from attendees and Mayfly Media has recommended two screens for 2020, one at each end of the cooking bench.

Feedback from attendees was that it was difficult to hear the chef during the demonstrations due to the sound from the main stage. Discussions into addressing this issue have commenced by the committee.

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 teenagers at the festival. 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 Amusements returned again in 2019 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.

With the recent opening of the Tumbarumba Pump Track, the committee wanted to showcase this asset at Tumbafest. Pro BMX rider Cam White was engaged to conduct three interactive rides on the track as well as demonstration of his tricks on his three metre high ramp. These were conducted on the Saturday only and were a last minute edition to the program. They were very well received by attendees. Feedback was that there was a lack of promotion which could have increased attendance for younger people to the event and the demonstrations.

A local operator was confirmed to deliver puppet shows, dress ups and face painting as part of the kids' corner for 2019. This proved successful and was a highlight for families and children.

A photobooth was also included for 2019 which received positive feedback and was consistently busy.

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 Saturday after the first cooking demonstration for the day. Several sponsors and as many committee members as possible attended.

The reception was changed to the Saturday for 2019 (in 2018 it was held on the Sunday) to provide greater opportunity for sponsor attendance.

While it went well, there were limited sponsors in attendance. Greater consideration needs to be given to this aspect of the festival to build and maintain the relationships with festival sponsors.

4.5 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 Legends Beer Garden was organised and run by the Tumbafest Committee. Sue Goldspink was the licensee and Chris Blake the Bar Manager, both 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 bar took \$22,734 for the weekend. This is slightly up from 2018 but short of the \$25,000 target for the event.

From the survey data (see Appendix C) overall visitors were happy with the range and price of beverages available, 40% of respondents were very satisfied while 33% were satisfied.

Feedback received from both patrons and bar staff was that there were too many options available. The committee will review the offerings for the 2020 event.

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 2019. The significant change to the wine courtyard was the relocation of the area to the opposite side of the creek which allowed for vignerons to engage more with patrons to discuss their products. The location of the Wine Courtyard also encouraged additional usage of the bridge near the swimming pool which is typically forgotten, causing more congestion further down the creek.

Nine stalls attended including Batlow Cider and Tumut River Brewing Company. Tumut River Brewing Company decided not to locate themselves with the wine stalls and set up their site near the Beer Garden.

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 with over 60 sites booked for the event. The combination and variety of market stalls was great, however there was some overlap in relation to the clothing/soaps/candles and this should be addressed through better screening next year.

There was a large array of cuisines and type of food and non-alcoholic beverage available this year in the food alley.

The application forms and process needs to be reviewed for 2020 as there were several food stalls wanting to pack up early on both event days, resulting in vehicles coming into the festival area. This is a major safety concern and there should be no vehicle movement until all attendees have left the venue. Feedback from attendees was that they would like to take food with them. Given the event ends around dinner time, the food vendors have largely packed up and local operators are either full or have already closed, there are not many dining options available.

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

New items were purchased for the Merchandise offering for 2019 which included banded jute shopping bags, rubber ducks, bumper stickers, bucket and cap hats. These were sold in addition to T-Shirt that remained from 2018 and updated stubbie holders with three designs:

1. A non-year specific with an image
2. Listing of performers for 2019
3. Legends sponsors for 2019

Minimal hats and bags were sold, however these are undated and can be utilised for 2020. Bendigo Bank provided drink bottles as giveaways which proved popular and the stubbie holders and rubber ducks were the most popular merchandise sold.

Jackie and Irene Lauder 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.

\$1,782 was raised from the sale of merchandise.

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

RBR Hire from Wodonga provided the hire equipment including marquees, chairs and some tables. The equipment was clean and the staff were efficient with their set up and pack down. Additional chairs were hired for 2019 which were left stacked in various areas prior to the event opening, these were all utilised throughout the weekend. RBR were requested to arrive earlier this year at 8:30am on the Friday which ensured set up ran smoothly and the assistance of Mannus Correctional Centre was efficiently 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 2019. There were challenges with this truck for the event due to plumbing issues which resulted in clean water flooding the floor of the ladies section regularly throughout the event. The most dissatisfied feedback from survey responses (see Appendix C) was the lack of cleanliness of both the toilet truck and the permanent toilet facilities within the event precinct.

The committee also hired (from Snowy Valleys Council) a portaloos for the performers tent, and a disabled toilet (from Kennards Wagga).

A cleaner was engaged on a contract basis over the weekend to monitor and maintain the toilets.

Security

Master King Security were engaged again in 2019 to provide security to the festival. There were no major 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. Licencing requirements for 2019 meant more security guards at the event from 12pm on both days. This resulted in an overspend of Security. The committee continues to work with the local Licencing Police and Master King Security to ensure security requirements for liquor licencing are met.

Set Up & Pack Down

Set up and pack down is one of the biggest elements to the festival and its success relied heavily 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. The inmates and their Officer in Charge were of great assistance again for 2019.

Fencing was organised and set up by Snowy Valleys Council staff in 2019, this assistance made possible by the in-kind assistance received from Council which is also essential to the success of the festival. It should be noted that the fencing for the festival needs to be secure to ensure the public are not able to enter unless via a designated gate/festival entrance.

First Aid

The Committee sought the assistance of the local SES for the provision of first aid services this year. The group were given a site near the main entrance area to display their boat and set up their area.

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. The 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.

Venue/Site

The Creekscape proved to once again be an ideal venue for Tumbafest. The committee is thankful to Council for the outstanding work carried out at the festival site ensuring it is in the pristine condition for the festival.

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 2019:

- Rotary Club of Tumbarumba, main gate Saturday and Sunday
- Tumbarumba Community Church, Hammonds Lane gate, Saturday only
- Tumbarumba Australian Rules Football and Netball Club, Hammonds Lane gate Sunday

Tumbafest 2019 donated \$1,700 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 2019 tickets were available for purchase at Tumbarumba Visitor Information Centre, Snowy Valleys Council – Tumbarumba office and online through the festival website via Ozitix.

Ticket categories and prices were as follows:

Early Bird Tickets (if purchased before 5pm, Friday 1 February 2019)

	Weekend	Saturday	Sunday
Adult	\$50	\$35	\$25
Pension	\$30	\$20	\$15
Junior (13-17yrs)	\$13	\$8	\$8
SVC/Hyne Timber Staff	\$45	\$30	\$20

Children aged 12 and under were free.

Tumbafest Tickets (available after Friday 1 February and over weekend of Festival)

	Weekend	Saturday	Sunday
Adult	\$60	\$40	\$30
Pension	\$35	\$25	\$20
Junior (13-17yrs)	\$15	\$10	\$10
SVC/Hyne Timber Staff (up until Friday 22 Feb only)	\$45	\$30	\$20

Children aged 12 and under were free.

In addition, Snowy Valleys Council staff were entitled to discounted tickets for the event.

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 2019 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 North Eastern 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, various locations around NSW and also throughout Wagga Wagga.

The Tumbafest website and social media were all a great success this year. The website proved to be highly beneficial for securing online purchases and the festival blog was an effective means of communicating with visitors.

In 2018, Tumbafest was successful in receiving Destination NSW Regional Flagship Event Program funding through the Event Development Fund which allowed for promotion with Caravanning Australia, Caravan World and The Wanderer magazines and their websites. To compliment this advertising, the 2019 event continued to advertise with Caravanning Australia in their print and online channels.

To assist in the promotion of Tumbafest, a headline performer needs to be confirmed earlier in future years.

Survey results (see Appendix C) indicate that word of mouth and repeat visitation were the most effective forms of advertising, followed by Facebook.

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 \$62,000 in cash and in-kind sponsorship in 2019 which was over \$12,000 than the budget target.

Bendigo Bank continued into the second year of their three year sponsorship as naming sponsor to the Festival while maintaining their ongoing support of Main Stage sponsor. 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. Costa Berries came on board for a three year agreement as a major sponsor, supporting the Cooking Demonstration Tent. Hyne Timber also continued to be a Major Sponsor of the event for 2019.

The Sponsorship Prospectus was sent out to a targeted sponsor list for the 2019 Festival. This gave sponsors the opportunity to consider a variety of sponsorship opportunities. Please see Appendix B for the full Tumbafest 2019 Sponsorship list.

4.12 Financial Summary

Tumbafest 2019 delivered an estimated loss against budget of approximately \$30,000 as shown in Appendix D.

This can be attributed to several factors:

1. There was a decrease in attendees to the event in 2019 which in turn resulted in a decrease in ticket sales and bar sales of \$9,650. It is believed the decrease in attendees is related to a number of factors including:
 - a. The main stage line up
 - b. Other events occurring within the region at the same time – eg Wagga Wagga hosted the NSW Junior State Cup Southern Conference over the same weekend as Tumbafest
2. Miscellaneous Sundry Income was forecasted as \$4,200 and none was received.
3. The Big Screen was not included in the budget for 2019 which resulted in an over spend of \$11,205. This also includes an outstanding account from Tumbafest 2018 with Mayfly Media of almost \$1,800 that was not paid following the 2018 event.

4. There was an increase in security costs of \$4,150 due to additional requirements imposed by the Licencing Police as part of the Liquor Licence for the event.
5. Capital purchases of additional gazebos and tables for \$5,000 was not budgeted for.

Please refer to Appendix D for a breakdown of Tumbafest 2019 financials including income, expenditure and balance of reserve. Please note that all figures provided are correct as of 16 April 2019.

Outstanding Financial Items to be addressed

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)
- Equipment hire income \$4000-\$5000
- Council Grant of \$2,500 Tumbafest was successful in securing for Children's Entertainment

Note – Tumbafest has not received confirmation from Council as to their cash sponsorship contribution to the event.

5. CONCLUSION

Bendigo Bank Tumbafest 2019 was an outstanding success. More than 3,000 people passed through the festival gates over the weekend.

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.

The target of \$50,000 for sponsorship and was exceeded by the committee with over \$63,000 worth of cash and in-kind sponsorship secured for the 2019 event.

The Tumbafest Markets were one of the biggest yet, and overall feedback from stallholders was positive. The range of cuisines and type of food and non-alcoholic beverage available this year in the food stalls was fantastic.

Survey feedback and learnings from this year's festival will be utilised to inform Committee decision for future years.

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.

APPENDICIES

Appendix A – Marketing Plan

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.

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.

Target Market

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, locals often hosting friends and family for accommodation. They seek value for money and have an interest in the local community. They 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.

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:

1. Deliver a premier music, wine and food festival that is appealing and relevant to our target audience
2. Grow the festival attendance of visitors to the region at a rate of 5 – 10% per annum
3. Contribute to the ongoing development of the overall 'image' of Tumbarumba Region as a quality tourism destination
4. Establish effective partnerships with a range of key stakeholders including government, sponsors and the local community

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.

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 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.

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; 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.

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).

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.

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 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*
 - 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.

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

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
- Number of media passes requested for Tumbafest weekend.

Marketing Activity Summary

ACTIVITY	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Website	Update	Update	Update	Update	Update	Update	Update + Review
Blog			Performers		Tickets	Program	Thank you
Facebook	Announcements coming soon	Performer + Stall holders	Ticket	Competition	Tickets + performer posts + videos + Competition	Program + live videos	Thank you + Review
Media sponsors		Approach	Negotiate	Agreement	Plan Issue Media Passes	Implement	Review
Media release	Coordinator + Performer	Headline Performer	Performers		Earlybirds	Program	Wrap up
Print		Design	Design/Print	Distribution			Review
Advertising		Design	Implement	Implement	Implement	Implement	Review
TV Campaign		Approach	Design	Design	Implement	Implement	Review
Radio		Approach	Design	Design	Implement	Implement	Review
Sponsorship	Open		Finalised		Reception Invites	Reception	Review
Stallholders		Open				Close	
Merchandise			Finalised + Ordered				
Tickets			On Sale				
Signage				Street Banners			
Surveys					Updated + subscription paid	Open	Review

Event Marketing Plan – Budget

Activity	Description of activity	Budget (\$)	Actual (\$)	Variance (\$)
TV		4,400.00	4472.60	72.60
	Southern Cross Austereo (TV - NINE) – Albury & Wagga	2,200.00	2,255.00	
	Prime7 – Wagga & Albury	2,200.00	2,200.00	
Radio		3,100.00	3,575.00	475.00
	Southern Cross Austereo (radio) – Wagga & Albury	2,000.00	2,255.00	
	2AY Albury	1,100.00	1,320.00	
Print Advertising		4,480.00	5275.00	795.00
	Snowy Mountains Magazine	750.00	396.00	
	Out & About Magazine	380.00	380.00	
	Daily Advertiser	1,000.00	1188.00	
	Border Mail	300.00	300.00	
	Tumbarumba Times	100.00	1021.00	
	Markets & Fairs	450.00	440.00	
	Caravanning Australia – quarter page ad + editorial (Summer 2018-2019 ed.)	1,500.00	1,550.00	
Website		650.00	652.00	2.00
	Website hosting & support, domain registration renewal		528.00	
	Ad hoc Website Support Requests – eg sponsor inclusion on web footer		124.00	
Printing		1,250.00	926.20	323.80
	Printing – raffle tickets	150.00	150.70	
	Printing - event poster	350.00	152.90	
	Printing - event program/flyer	750.00	622.60	
Digital Advertising		1,000.00	0	1000.00
	Social Media Advertising – Facebook			
TOTAL MARKETING ACTIVITIES		\$14,880.00	\$14,900.80	20.80

Appendix B – Sponsorship Listing

Sponsor Name	Sponsorship Level	Sponsorship Value – Cash (ex GST)	Sponsorship Value – In-Kind (ex GST)	Total Sponsorship
Tumbarumba Bendigo Community Bank	Principle Sponsor	15,000	-	15,000
Costa Berries	Major 3 year agreement	3,500	-	3,500
Hyne Timber	Major	10,000	-	10,000
Snowy Hydro	Major	4,800	-	4,800
Snowy Valleys Council	Major	8,000	3,000	11,000
Walsh & Blair Lawyers	VIP 3 year agreement	1,000	-	1,000
PRD Nationwide Tumbarumba	VIP 3 year agreement	1,000	-	1,000
Ray White Tumbarumba	VIP 3 year agreement	1,000	-	1,000
Tumbarumba IGA	VIP 3 year agreement	1,000	600	1,600
Union Hotel Tumbarumba	VIP 3 year agreement	1,000	-	1,000
Bush & Campbell	VIP	1,200	-	1,200
Tumbarumba Bowling Club	VIP	1,200	-	1,200
Avida/Wodonga Car World	Corporate	800	-	800
NAB	Corporate	800	500	1,800
Apple Transport	Corporate	800	-	800
Bluedime Concrete Pty Ltd	Corporate	-	800	800
D&S Goldspink	Corporate	-	800	800
Tumbarumba Hotel	Corporate	800	-	800
Ascent Mortgage Management	Festival	500	-	500
Brigham House	Festival	500	-	500
Foodworks	Festival	500	-	500
HB Accounting	Festival	500	-	500
Mayfly Media	Festival	-	500	500
Tumbarumba Creek Caravan Park	Festival	500	-	500
Tumbarumba Vignerons Association	Festival	500	-	500
Tumut River Brewing Co	Festival	-	700	700
Tumut Toyota	Festival	500	-	500
Batkin & Damme Smash Repairs	Legend	500	-	500
Bergin's Logging Pty Ltd	Legend	500	-	500
Brennan's Earthmoving Pty Ltd	Legend	500	-	500
Hammonds Hardware	Legend	500	-	500
Michael Bradley Electrical	Legend	-	500	500
RODP Pty Ltd	Legend	500	-	500
The Bush Chemist	Friend	100	-	100
Tumbarumba Milk Supply	Friend	-	200	200
Bower Wood Lawyers	Friend 2 year agreement	100	-	200
Alan Harris MacDonald	Friend	100	-	100
TOTAL	37 Sponsors	\$58,200	\$7,600	\$66,400

Appendix C – Survey Results

2019 SURVEY RESULTS SUMMARY

The 2019 Tumbafest survey received 228 responses from three different sources:

1. Paper based at the event – 118 responses
2. Online via Survey Monkey following the event – 77 responses
3. Online via Survey Monkey following a mail out to those who purchased their tickets online via OzTix – 33 responses

This is an increase in responses over the last three years (107 respondents in 2018, 201 respondents in 2017, 185 in 2016). Responses to the event were largely positive, with some 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 equate to 228.

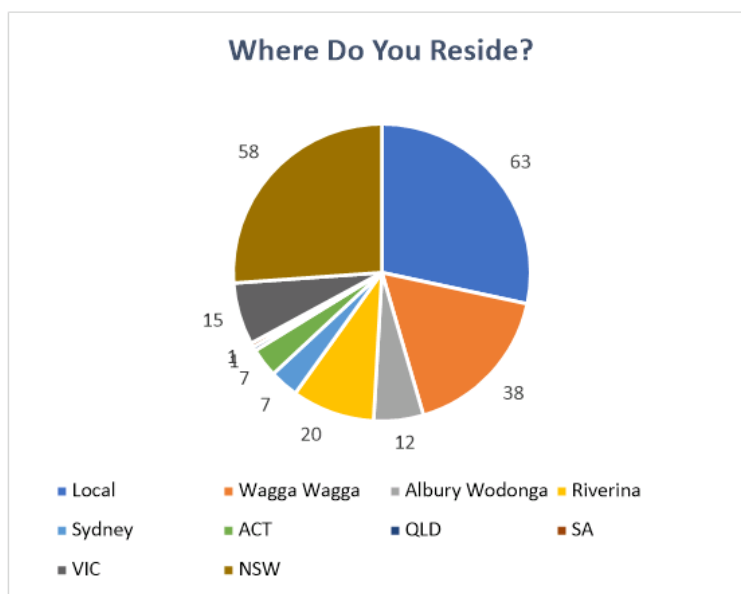
Question 1 & 2 - Where do you usually reside? What is your postcode?

Almost three quarters (72%) of survey respondents were from outside Snowy Valleys Council region.

Of the respondents who stated they were from within Snowy Valleys Council, most (80%) were from Tumbarumba (28% of overall respondents). Those who travelled from Tumut and Batlow were 12% and 1% respectively, up for Tumut on 2018 from 4% and down from 2% for Batlow.

17% of survey respondents were from Wagga, down from 23% in 2018, and a further of total survey respondents were from Wagga and a further 9% were from the broader Riverina area, up from 6% in 2019. 5% of respondents were from Albury-Wodonga, down from 7% in 2018. These results

for Albury-Wodonga and Wagga Wagga are similar to previous years due to the extensive advertising that took place in Wagga and Albury-Wodonga again this year. Wagga Wagga held the NSW Junior State Cup Southern Conference over the same weekend as Tumbafest 2019 which could have impacted on the attendance of Wagga locals to Tumbafest.



Question 3: Are you visiting the Tumbarumba Region to specifically experience Tumbafest?

The majority (73%) of survey respondents said Tumbafest was their main reason for visiting Tumbarumba at that time, this was fairly consistent with 2018 (88%).



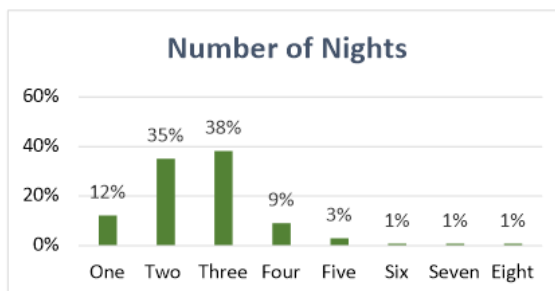
Question 4: During this visit, will you stay in the region overnight?



A large number of survey respondents (82%) stayed overnight in the area this year, similar to previous years. Of those who specified how many nights they stayed, responses were 12% for one night, 35% for two nights and 35% were here for three or more nights. Three respondents stayed for in the region for between 5-8 days.

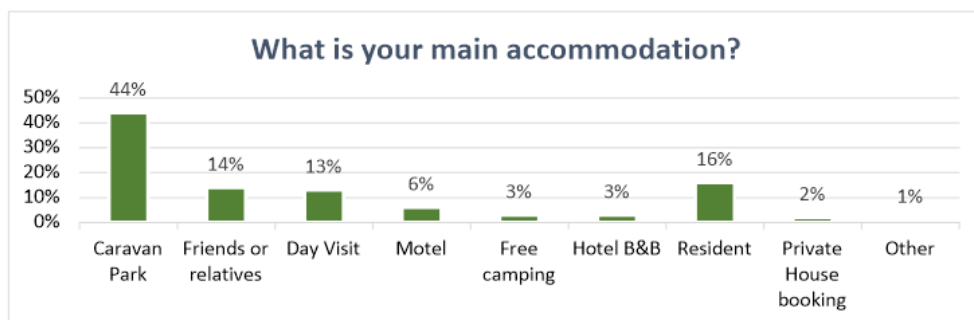
This highlights the importance of Tumbafest in extending the length of stay of visitors, and no doubt many would have visited other attractions whilst in the area.

The proportion of day-trippers was 18% in 2019, which was an increase from 2018 with 12%. This is against the decreasing trend of day trippers over the past few years.



Question 5: If you are staying overnight or longer, what was your main accommodation?

Staying at the Caravan Park was the most common source of accommodation for 2019 at 44%. In 2018 the most common source was Friends or Relatives which highlights an economic boost for the town in 2019. The second most common response was local residents followed by Friends or Relatives (14%). Free camping responses remained largely unchanged from last year with 3% noting this response, up from 2% in 2018.



Question 6: What is your estimated individual expenditure in the region during your visit?

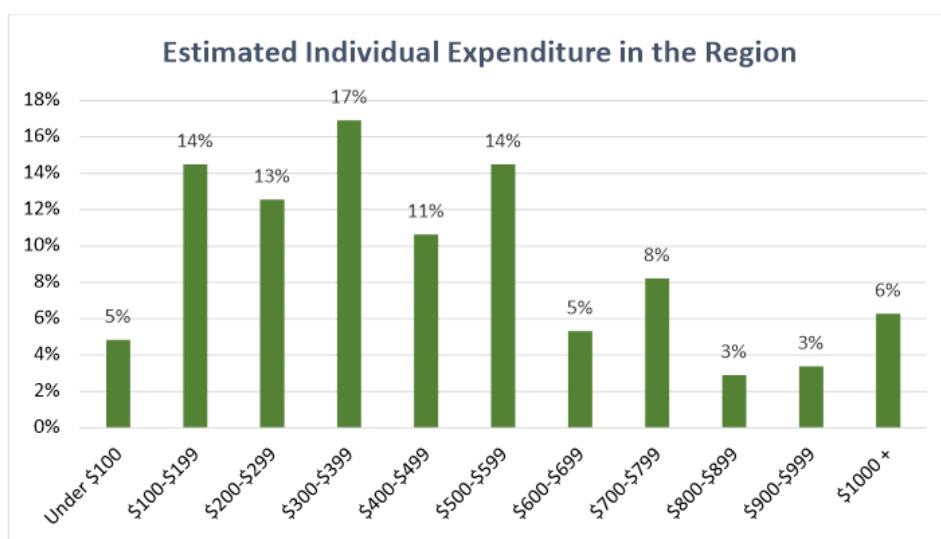
Of the survey responses, 207 provided feedback relating to this question. The average total spend by survey respondents who completed this question was \$483.89 per person which was up from \$372.49 per person in 2018.

Almost half the respondents (47%) spent up to \$400 in the region during their stay (less than 2018), of this almost one fifth spent between \$200 and \$299. As much as 6% of respondents estimated they spent \$1,000 or more over the weekend (up from 2017 and 2018 – 2%), with the highest response being \$3,550, up from \$1,150 in 2018.

It is reasonable to assume that a respondent's individual spend could have been zero, that is someone else could have paid for their ticket 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.

Tumbafest 2018 received around 3600 attendees. Based on the average spend by respondents in 2018, this equates to a total economic of 1,340,964 to Tumbarumba by event attendees.

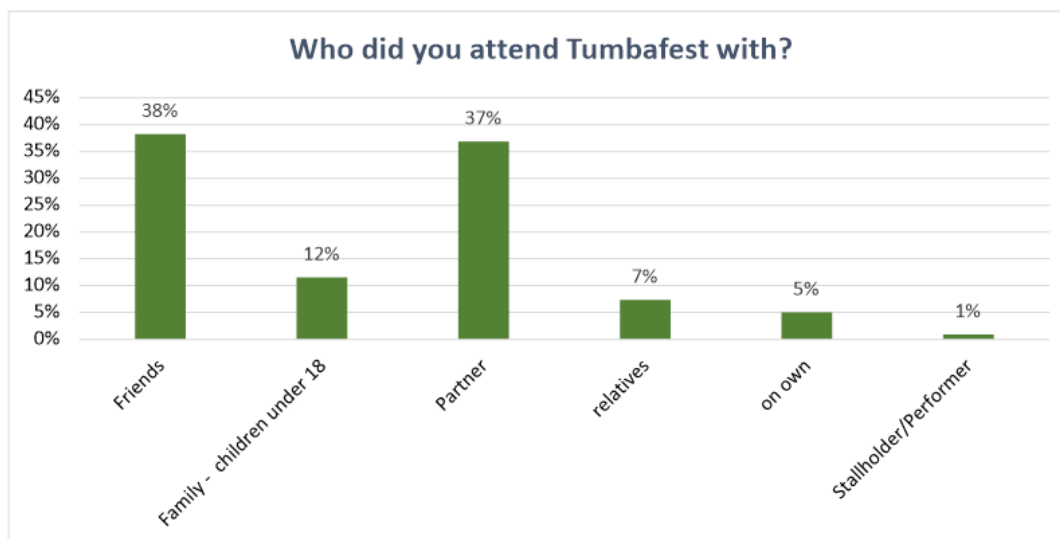
Tumbafest 2019 received around 3000 attendees, based on the average spend by respondents, this equates to a total economic benefit of \$1,451,670 to Tumbarumba by event attendees.



Question 7: Who did you attend Tumbafest with?

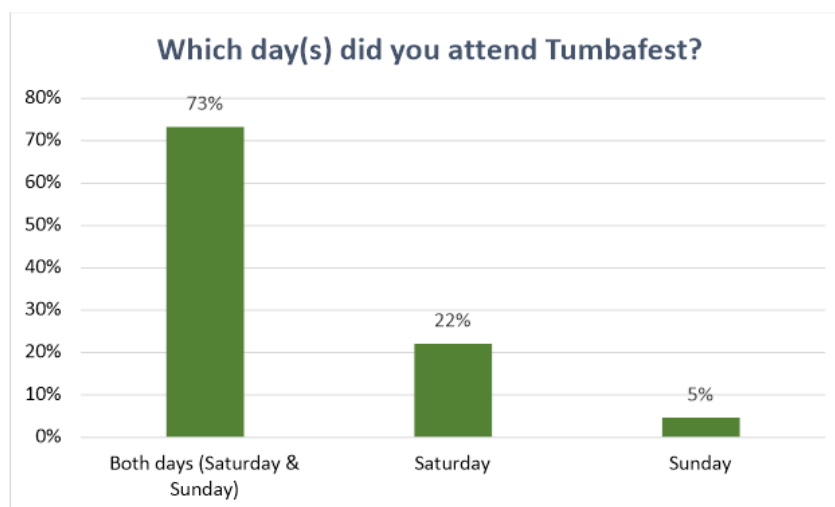
Over a third (38%) of respondents attended Tumbafest with friends, this is a decrease from last year (43%). Only 12% of respondents attended Tumbafest with their children aged 18 years and under, consistent with 15% in 2018. 7% of respondents attending with other relatives, which includes families with children older than 18 years, down from 15% in 2018.

37% of respondents attended Tumbafest with their partner (and no kids), this reflects the current target market of the event.



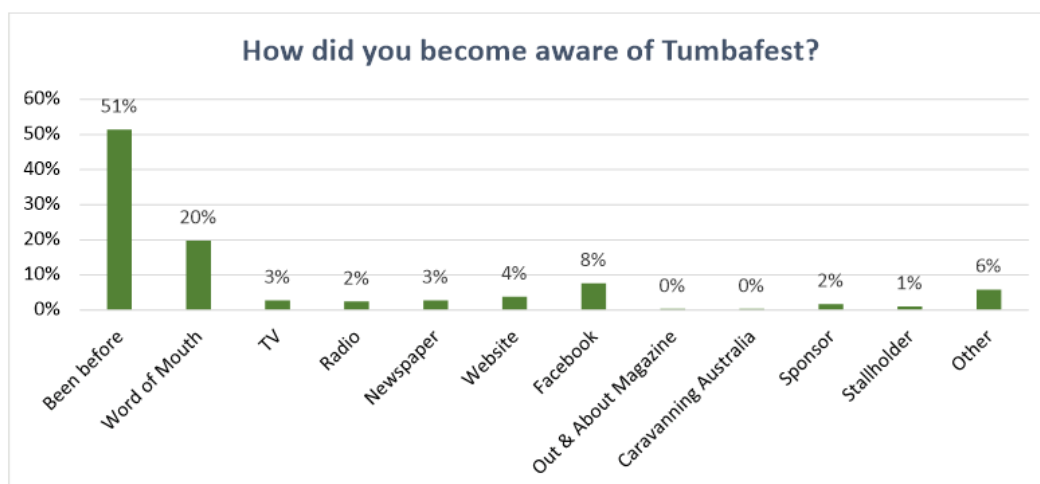
Question 8: On which day(s) did you/will you attend Tumbafest?

Almost three quarters of respondents (73%) of respondents attended Tumbafest on both days, up from 62% in 2018. 5% of respondents attended on Sunday alone, which is consistent with 2018.



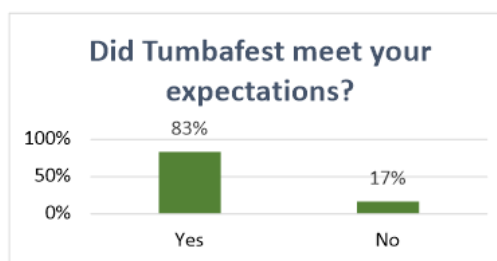
Question 9: How did you become aware of Tumbafest?

As expected, word of mouth and repeat visitation were the most effective forms of advertising in 2019, with 51% of respondents having been to Tumbafest before, and 20% attended based on word of mouth (recommended by a friend or relative). This was slightly down on 2018 - 33%.



Question 10: Did Tumbafest meet your expectations?

At a first glance, 83% of those who answered this question responded that Tumbafest 2019 did meet their expectations, consistent with 2018 (85%) and 2017 (87%). This leaves 17% of respondents dissatisfied with Tumbafest in 2019, this is largely inconsistent with the responses received below.



Further analysis of the responses received in Question 12 reveal that of the respondents who claimed they were dissatisfied, this was mainly related to the main stage entertainment, toilets, parking, food offering and their value for money. As shown below:

Aspect of Tumbafest	Number of dissatisfied responses
Entertainment – Main Stage	29
Entertainment - Kids / Children's activities	8
Venue	4
Food	12
Selection of Wines	4
Price of beer/spirits	11
Friendliness of officials/volunteers	6
Quality & range of Tumbafest merchandise	8
Parking	12
Toilets	28
Signage	3
Value for money	14

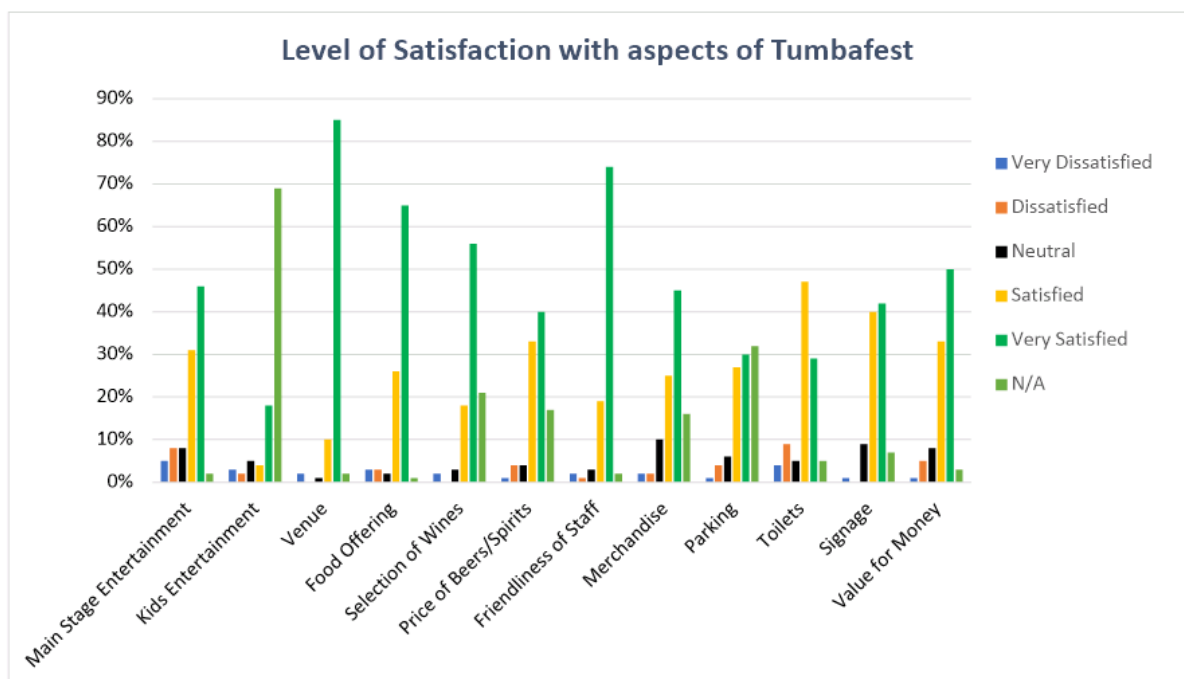
Question 12: Please indicate your rate of satisfaction with each of the following aspects.

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 (85%), the food offerings (65%), the wine offerings (56%) and the friendliness of the staff and volunteers (74%).

The highest rate of negative responses was the toilets and the main stage with 13% of respondents being dissatisfied. This was followed by value for money and food offerings, with 7% and 6% of respondents being dissatisfied. These are relative consistent with responses received in 2018.

Of those who responded as dissatisfied with the main stage, toilets, and value for money, below is a selection of the feedback in the open response from Question 13:

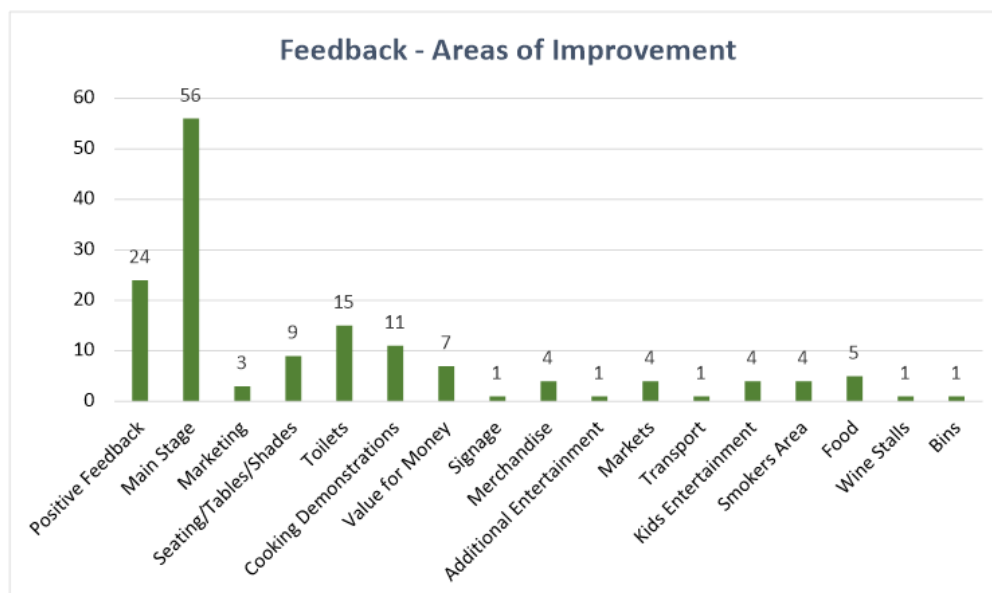
- Quieten the volume of the music
- Turn the music down
- Bring more Wagga and Albury bands
- More toilets
- Bring back more country music
- More people will come if a better headline artist
- Extra toilets
- Need better main stage act
- Female toilets need to be better maintained
- Don't charge
- More 50s, 60s, 70s music
- Seniors discount on tickets
- More female toilets
- Improve the quality of music. You must cater for all taste not just "blues". Maybe next year will be better music wise
- Music was dreadful



Question 13: 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
- toilets
- cooking demonstrations



The following lists the unedited feedback provided under these categories:

Main Stage Entertainment

- Quieten the volume of the music, does not need to be as loud as it is, drowned out the cooking show - could not hear what the chef was saying
- Just turn the music down!!
- It may be good to have more than one stage and include other live entertainment
- bring back more country and western music, also "The Borders" were fantastic (husband and wife from SA) from past years
- Musician possibilities - Debra Conway, Vika and Linda Ball, The Whitlams, Gone too soon - Monique Montez 0433136960, invite indigenous food suppliers for market area and musos
- Volume needs to be turned down - too loud. More people will come if better "head liner" artists, but keep up the great work that you all are doing
- Reduce main stage volume, who is Darren Middleton? Need a better main act
- bring back Mighty Yak, sound system let down Pink entertainment, friendliest festival going!!!
- Maybe morning sessions start with some ballads as those here would enjoy a warmup to rock n roll but loved it
- Maybe turn volume down - so many said too loud
- More 50's , 60's, 70's music
- Turn the volume down

- Improve the quality of music. You must cater for all taste not just "blues". Maybe next year will be better music wise
- The bloody music was dreadful - "Ill Prepared" was the best band for today
- Keep main act - don't improvise.
- Include a little bit of country, reduce the volume
- Main stage is not facing majority of seats - especially northern end towards beer tent. The sound and screen in 2018 was better
- Saturday bands often off-key. Sunday bands very good especially 19/20
- All great. Only suggestion would be for bands to be more interactive with crowd - eg to leave stage and mingle - Borderers in the past. Wonderfully organised, credit to you all
- Get Fleetwood Mac or AC/DC
- Didn't enjoy main act on Sunday
- Bands to get more involved with crowd eg. roaming among the crowd like past acts have done - Chocolate starfish, Borderers have done this before. More upbeat bands on Saturday especially.
- Better music
- More acts like the pink show covers bands the main act Darren who was simply bad
- Get the pink/ Gaga show back for next year!
- Bring Jimmy Barnes and Mark Olive and 19twenty all together
- Bring back Mighty Yak and other local bands/performers you have had in the past who really know how to entertain and get the crowd up dancing and singing along . Mighty Yak on Friday night at the bowling club was the highlight of the weekend for our large group. You only had to look at the dance floor for the majority of the festival to see that the entertainment was disappointing this year
- More local up and coming band
- Find a better headliner act
- A quieter stage presentation, perhaps some acoustic, unamplified artistry, buskers?
- Understand the difficulty in attracting a top line act but this year was ordinary
- Mixture of music on Sunday.
- Have performers like "raise your glass" and 19TWENTY
- Its all about getting acts that either do covers or headline act that plays originals that the age of the crowd know and will dance to
- Not as much blues and gospel music on th Sunday. More local bands they are usually fantastic
- Better musicians both days please. Too many off key artists
- The main stage is very large and at times it's hard to see the artists.Eg the drum kit is most difficult to see. Suggest move all equipment forward to front of the stage
- Mighty Yaks should annual show on stage. Blues in the AM, rock and roll and classics in the PM to encourage dance participation
- Improve headline acts.
- A bigger well known headline at around 3pm Saturday
- perhaps review music mix more to demographics of attendees
- Better music. No one cares for tributes and washed up singers. People would be satisfied with cover artists.
- Music needs to be a variety to suit all ages. I am only 31 but nearly everyone I spoke to aged 18-70 weren't overly impressed with the music this year. The music also needs to get people up dancing, there wasn't much of that this year
- We arrived around 11.30am, the band Which was playing was dreadful, far too loud. Felt like we were at a Day Club. The lady from about 2.00pm onwards, she was fantastic! Got the crowd moving. Pink Tribute, was dreadful!!
- More country music and rock music need a battle of the bands for local artists

- Redefine age groups that Tumba fest attract , select entertainment for majority also consider combining Saturday entertainment with Blues and carry through to Sunday. With the aim to increase patronage across the full weekend
- Better headline act
- Have more lighting on the stage. It is very hard to see performers other than on the screen. The performers are always in the shade
- Music needs to be catored for the majority not the minority. A simple Band like 'The Mighty Yak' for example, plays for all and it's enjoyable for all ages
- More country music
- Maybe a "known" headline act, as in previous years
- More cover bands people on Saturday want to dance party local bands like the band from tumut 2 years ago mighty yak from wagga the head line act must enertain not bore like Darren
- get better main stage performances
- My partner and his friends are also desperate for John Williamson to play one year! Yes these men are late 20s early 30s and spend a lot at the bar. He's mentioned constantly to have play there
- A country band/singer. We would pay more to see a big name ie Lee Kernaghan
- get a wider range of music and something that has not been to the fest before, like country or modern current music (covers). Bands like the early days of tumbafest as they were always great and got the crowd up dancing and having a good time! More food stalls as the weekend is really all about food, wine and music! The music is the main thing that needs improving in the years to come, I was very disappointed this year.
- Music was too loud- can't talk to people while bands are playing.
- More interactive entertainers, quality entertainers. (Memorable years, Leo Sayer, chocolate starfish)
- Need to improve music more covers, left Sunday blues just to much
- Better entertainment.... Like the old times Country and western music
- More local music would be great. A 'big name' main stage act like previous years.
- Entertainment was shit for the pricing of everything decent bands needs to be much better
- MUSIC !!! Ill prepared was the best in my opinion they played songs every knew but should have been on a bit later in the day when everyone was a little bit intoxicated and wanting to dance .We need to get a band or performer that can attract an audience and that is a big draw card . Someone like Thirsty Merc who appeal to a range of generations and music genres.
- Definitely a better range of music
- You most definitely need to change the style of your music. Fair enough one blues band , but all weekend is just not on. If something doesn't change with the artists / performers / music I would seriously consider giving it a miss next year. The money that it costs to get these unknown artists here is ridiculous. A battle of Riverina bands would be awesome.
- I think get the main act to be just someone with a nice voice, not necessarily someone famous, and to sing songs most people - even younger people - would know, so everyone can get up and dance and sing.
- Better music, perhaps a battle of the bands with an entry fee Ana prize money. Pub bands seem to play a better variety of music

Toilets

- One more toilet Nothing its perfect
- better toilet up keep
- Improve the leaky toilets
- Another set of portaloos near kids entertainment

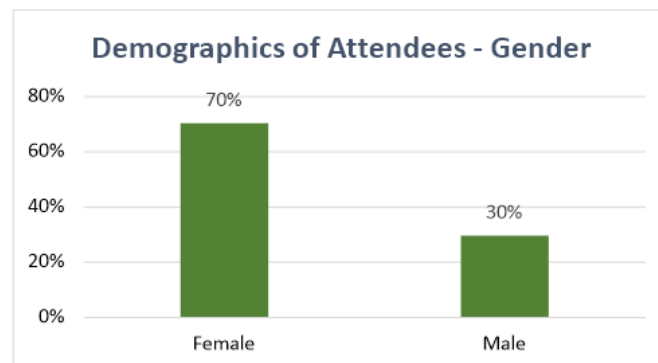
- Appeared to be a shortage of ladies loos on band side of creek
- More toilets on the main stage side for ladies
- Toilet cleanliness
- more cleaning toilets
- need better toilet paper that doesn't break off all over the floor. Fix toilet door, better toilet paper
- Toilets - need more near stage side
- I like the way it is. Only improvement could be upgrade of the toilets
- Cleanliness of toilet block on Sunday needs to be improved
- Toilets are the biggest problem - huge queues at the female facilities across the creek - dirty no locks on two doors generally no where near good enough
- The portable toilets are always a problem ,overflowing not maintained

Cooking Demonstrations

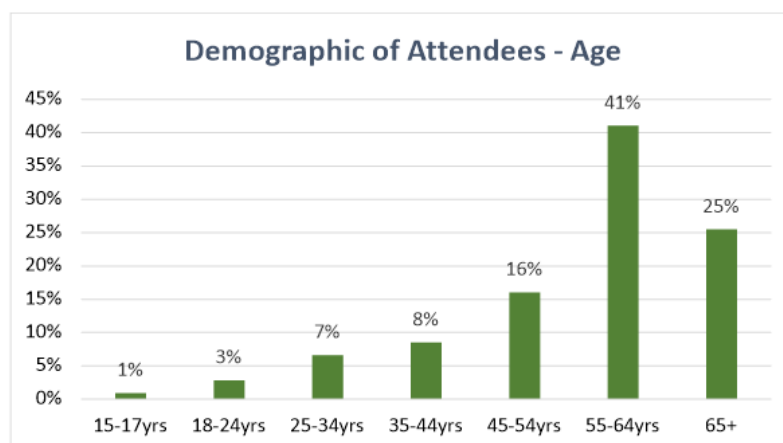
- We attended the cooking demo and found the music could have been turned down as it was hard to hear the chef above the music
- Move cooking demos further from main stage - hard to hear what he was saying
- The cooking demonstration had to compete with the excessive volume from main stage. Maybe a little communication between the sound boys and the cooking demo would be good. Bring back James Reason (& that's my husband talking, not me). He'd like Poh next year if James isn't available
- Move the cooking tent so that the chef is not competing with the music!
- Loudness of the music during cooking demonstration makes hearing the chef difficult
- Perhaps move food tent to where cars are / that area would allow the chef to be able to speak and hear above main music
- Female toilets need to be better maintained
- Move the cooking demo tent further away from the entertainment stage
- Whilst in cooking demo found background music very loud - could not hear the presenter! Presenter also had trouble in presenting due to the music!
- Perhaps move the cooking demo tent - its very difficult for the chef to compete with the great music. Otherwise, thank you - a fabulous weekend
- Try and tone down the volume of the music during the Chef's gigs in the Costa marquis
- Bring Paul West back
- Cooking demonstration had to compete with noise from bands. Different venue or in between bands? The poor chef was very frustrated trying to speak over the noise
- Hold food demonstrations between main stage breaks as the music was too loud in food demonstration tent. Mark Olive was really not so good...enjoyed Paul West more!
- Make sure presentation in tent not at same time as stage performance, very intrusive and difficult for the presenter
- Acoustic barrier for cooking tent

Question 14: Please tell us a bit about yourself - Gender

70% of survey respondents were female, this is a decrease from 2018 (77%).

**Question 15: Please tell us a bit about yourself - Age**

The age of survey respondents was skewed towards older visitors again for 2019 with 66% of respondents being 55 years or older, while 16% were aged between 45 and 54 years and 7% between the ages of 25 and 34 years.



Appendix D – Financial Report

Description	2019 Budget	2019 Actual
Event-generated	109,700	98,594
Ticket Sales	72,000	64,659
<i>Presales- subtotal</i>	<i>30,000</i>	
<i>Weekend Tickets -subtotal</i>	<i>42,000</i>	
Market & Craft Stalls	5,500	4,649
Wine Stalls	1,500	1,572
Food Stalls	3,500	3,197
Merchandise	2,200	1,783
Bar Sales	25,000	22,734
Children's Entertainment		
Sponsorships	58,000	58,200
Sponsorships	50,000	50,200
Council	8,000	8,000
Event-associated	-	-
Fundraising		
Grant	-	2,500
Grants and Subsidies	-	
Destination NSW		
SVC Grant	2,500	2,500
Tourism Snowy Mountains		
State & Regional Development		
Festivals Australia		
Miscellaneous	6,000	
Bank Interest	1,800	
Cool Room Hire		
Big Screen Advertising		
Sundry	4,200	
Coordinator	40,000	40,000
Coordinator	40,000	40,000
Marketing	18,000	14,615
Banners		
Programs	18,000	566
Posters		139
TV		4,216
Radio		3,250
Print/Advertising		5,314
Photographer		650
Website		480
Main Stage	54,950	55,819
Audio	7,200	6,100
Performers	45,000	44,332
Accommodation		1,455
Transport & Backline		1,213
Stage Manager	1,750	1,750

APRA	1,000	970
Big Screen	-	11,205
Big Screen/Soundfits		4,300
Mayfly Media		6,905
Community Groups	2,200	1,700
Community Groups	2,200	1,700
Children's Entertainment	3,000	3,956
Children's Entertainment	3,000	3,956
Operations	23,000	29,315
Hire Equipment	8,000	10,210
Stage		
Security	11,000	15,150
First Aid		
Toilets	4,000	3,955
Fencing		
Bar	12,000	12,769
Bar	12,000	12,769
Stalls	-	
Stalls		
Miscellaneous	3,700	7,574
Tickets	500	706
Storage Shed	800	76
Volunteers	400	
Other	2,000	1,783
Tables		2,375
Gazebos		2,633
Council Wages		
Office	250	
Office	250	
Merchandise	2,500	3,173
Merchandise	2,500	3,173
Insurance	3,000	-
Insurance	3,000	-
Electricity	500	
Electricity	500	
Sponsors Reception	800	
Sponsors Reception	800	
Fundraising	-	
Fundraising		
TOTAL Income	173,700	159,294
TOTAL Expenditure	163,900	180,125
Profit (- Loss)	9,800	- 20,831
Reserve Year End - Closing Balance		