



**SNOWY VALLEYS COUNCIL MEETING
BUSINESS PAPER
21 MARCH 2019**

THE MEETING WILL BE HELD AT 2.00PM
IN THE SNOWY VALLEYS COUNCIL CHAMBERS, BRIDGE STREET, TUMBARUMBA

Disclosure of Pecuniary Interests at meetings

- Item from Bluett Local Government Handbook

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 A Councillor who has declared a pecuniary interest in a matter before the council but has withdrawn from the meeting because of that declaration is not counted in considering whether the meeting is quorate for that matter.

Disclosure of Political Donations and Gifts

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

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

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

For further information, visit www.planning.nsw.gov.au/donations

Public Recording of Meetings prohibited without Council authority

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

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

Livestreaming of Meetings

Please be aware that this meeting will be recorded and livestreamed.

Photography

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

Public Forum (extract from the Code of Meeting Practice)

Residents, ratepayers, applicants, consultants or other persons may request to address Council in relation to any matter which is listed for consideration on a Council Agenda. A person will be permitted to address a meeting of the Council, if the Council so resolves.

- a) A Public Forum may be scheduled prior to each Ordinary Council Meeting.
- b) There is a time limit of five (5) minutes per speaker. One extension of time (maximum 1 minute) may be granted at the discretion of Chairperson. The subject matter only is to be discussed.
- c) Council may limit the number of speakers to address agenda items if there are a large number wishing to speak.
- d) Public Forum should not be used to raise questions, routine matters or complaints. Such matters should be forwarded in writing to Council where they will be responded to by appropriate Council officers.
- e) All requests to speak at a Council meeting must be received by the General Manager (or his or her delegate) no later than 12pm on the day of the Meeting and are listed in order of receipt. Accepting requests received after this time will be at the discretion of the Chairperson.
- f) Speakers on agenda items will be called to address Council by the Chairperson and must provide their full name and suburb of residence before speaking, so that these details can be recorded in the minutes.
- g) Councillor questions to speakers are at the discretion of the Chairperson and for clarification purposes only. Speakers are under no obligation to answer any question put to them.
- h) Speakers will be made aware that their address will be recorded and will be streamed live over the internet. The commencement of their public address will be their agreement of such recording.
- i) The Mayor/Chairperson has the discretion to withdraw the privilege to speak where a speaker makes inappropriate or offensive comments about another person.
- j) Speakers may use and distribute information; photos, maps etc. if submitted to and approved by the General Manager (or his or her delegate) by 12pm on the day of the meeting.



Thursday 21 March 2019
Snowy Valleys Council Chambers
Bridge Street, Tumbarumba
2.00pm

AGENDA

1. ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge the traditional custodians of this land and pay respects to Elders past and present.

2. APOLOGIES AND LEAVE OF ABSENCE

Request for Leave of Absence from Cllr Bruce Wright for April, May and June's Council Meetings.

3. DECLARATIONS OF PECUNIARY INTEREST

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

4. PUBLIC FORUM

5. CONFIRMATION OF MINUTES

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6. CORRESPONDENCE/PETITIONS

7. NOTICE OF MOTION/NOTICE OF RESCISSION

8. MAYORAL MINUTE

NIL

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12. CONFIDENTIAL**13. MEETING CLOSURE**



SNOWY VALLEYS COUNCIL

LEAVE OF ABSENCE

General Manager
Snowy Valleys Council
76 Capper Street
TUMUT, NSW 2720

Dear Sir,

I wish to apply for leave of absence from the Council Meeting to be held on

Date: 18/4/19, 16/5/19 AND 20/6/19

I will be absent for the following reason/s:

AWAY FROM THE COUNTRY - PNG KOKODA WITH
TUMBARUMBA YOUTH IN APRIL. AWAY FROM COUNTRY
IN EUROPE ALL OF MAY & JUNE.

Yours faithfully


.....
(Councillor Signature)

BREE E. WRIGHT.
.....
Print Name

5. CONFIRMATION OF MINUTES

5.1 Ordinary Meeting - 21 February 2019

Recommendation:

That the Minutes of the Ordinary Council Meeting held on 21 February 2019 be received and confirmed as an accurate record

**THE MINUTES OF THE COUNCIL MEETING HELD IN THE TUMUT ROOM, 76
CAPPER STREET, TUMUT, ON THURSDAY 21 FEBRUARY 2019 COMMENCING AT
2.00 PM**

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

IN ATTENDANCE: Director Internal Services Robyn Harvey, Acting Director Assets and Infrastructure Heinz Kausche, Acting Director Strategy, Community and Development Phil Stone and Executive Assistant Susan Ivill.

1. ACKNOWLEDGEMENT OF COUNTRY

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

2. APOLOGIES

M05/19 RESOLVED that the request for leave of absence received from the General Manager Matthew Hyde be received and granted.

Cr John Larter/Cr Bruce Wright

3. DECLARATIONS OF INTEREST

The Mayor James Hayes declared a Pecuniary Interest in relation to report 9.3 Payment of Expenses and Provisions of facilities for Mayor and Councillors Policy and will be leaving the room during discussion.

Cr Andrianna Benjamin declared a Pecuniary Interest in relation to report 10.3 Operational Plan Six Month Review – 31 December 2018 and will be leaving the room during discussion.

4. PUBLIC FORUM

Mr Peter Smith addressed Council in relation to Report #10.8 Late Report – Petition – Brindabella Road Upgrade.

5. CONFIRMATION OF MINUTES

M06/19 RESOLVED:

That the Minutes of the Ordinary Council Meeting held on 11 December 2018 be received.

Cr Julia Ham/Cr Andrianna Benjamin

M07/19 RESOLVED:

That the Minutes of the Extraordinary Council Meeting held on 17 January 2019 be received.

Cr Cor Smit/Cr Margaret Isselmann

5.1 BUSINESS ARISING

Nil

6. CORRESPONDENCE/PETITIONS

Nil

7. NOTICE OF MOTION/NOTICE OF RESCISSION

Nil

8. MAYORAL MINUTE

Nil

M08/19 RESOLVED

A Motion was moved and seconded that the late report 10.8 Petition – Brindabella Road Upgrade be brought forward.

Cr John Larter/Cr Margaret Isselmann

M09/19 RESOLVED that Council move into committee of the whole for discussion.

Cr J Larter/Cr A Benjamin

RESOLVED that Council move out of committee of the whole.

Cr J Larter/Cr C Cross

10.8 PETITION - BRINDABELLA ROAD UPGRADE**M10/19 RESOLVED:**

THAT COUNCIL:

1. Receive this report on the petition from Brindabella Road – Economic Link Incorporated to upgrade Brindabella Road.
2. Receive and note the petition formally presented to Council on the 22 November 2018 from Brindabella Road – Economic Link Incorporated to upgrade Brindabella Road.

3. Notify the chief petitioner in writing, recognising that the upgrade of Brindabella Road is a high priority strategic aim for Council.
4. Receive and note the Business Case prepared by SC Lennon & Associates Pty Ltd for the upgrade of Brindabella Road, noting that the business case is based on high level assumptions only at this stage.
5. Note the completion of the detailed design for the 10.6km section of Brindabella Road between the Brindabella Valley and the ACT border as detailed in this report.
6. Immediately contact State and Federal Government and opposition leaders to seek commitment for the upcoming elections to fund completion of the Brindabella Road upgrade utilising Snowy Hydro Legacy funds and other options.
7. Invite the Cross Border Commissioner and relevant politicians be invited to travel the road and further discuss opportunities.

Cr Margaret Isselmann/Cr Julia Ham

9. GOVERNANCE AND FINANCIAL REPORTS

9.1 THE SNOWY REGION CONSTRUCTION & DEVELOPMENT CONFERENCE - 14-15 NOVEMBER 2018

M11/19 RESOLVED: THAT COUNCIL:

1. Receive the report on The Snowy Region Construction & Development Conference from Cr Margaret Isselmann.

Cr Julia Ham/Cr Cate Cross

Cr Cor Smit asked that it be noted that his name should be added to the list of attendees at the Conference.

9.2 ADVOCACY PLAN AMENDMENT - INCLUSION OF FUTURES FUND

M12/19 RESOLVED: THAT COUNCIL:

1. Receive the report on Advocacy Plan Amendment from the General Manager.
2. Adopts the revised Snowy Valleys Council Advocacy Plan 2018-19 with the inclusion of 'the establishment of a Futures Fund' as an additional advocacy priority.

Cr Cate Cross/Cr Cor Smit

Mayor Cr James Hayes left the meeting, the time being 02:30 PM.

Deputy Mayor John Larter assumed the Chair at 2:30 pm.

M13/19 RESOLVED that Council move into Committee of the Whole for discussion.

Cr Margaret Isselmann/Cr Andrianna Benjamin

M14/19 RESOLVED that Council move into Committee of the Whole.

Cr Geoff Pritchard/Cr Margaret Isselmann

9.3 PAYMENT OF EXPENSES AND PROVISIONS OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY

M15/19 RESOLVED:
THAT COUNCIL:

1. Receive the report on Payment of Expenses and the Provision of Facilities to Mayor and Councillors Policy
2. Adopt the Payment of Expenses and the Provision of Facilities to Mayor and Councillors Policy SVC-CLR-PO-002-03
3. Rescind the Payment of Expenses and the Provision of Facilities to Mayor and Councillors SVC-CLR-PO-002-02 as a superseded policy

Cr Cor Smit/Cr Cate Cross

Mayor Cr James Hayes returned to the meeting, at 02:39 PM and assumed the Chair.

9.4 COUNCIL DECISIONS ON THE ADMINISTRATION OF THE SEPTEMBER 2020 ELECTIONS

M16/19 RESOLVED:
The Snowy Valleys Council ("the Council") resolves:

1. Pursuant to s. 296(2) and (3) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
2. Pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
3. Pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

Cr Cor Smit/Cr Cate Cross

9.5 SNOWY VALLEYS COUNCIL INFORMATION GUIDE

M17/19 RESOLVED:
THAT COUNCIL:

1. Receive the report on Snowy Valleys Council Information Guide
2. Adopt the Information Guide February 2019 SVC-EXE-Gdl-001-01

Cr Julia Ham/Cr Andrianna Benjamin

9.6 STATEMENT OF INVESTMENTS - DECEMBER 2018

M18/19 RESOLVED:
THAT COUNCIL:

1. Receive the Statement of Investments as at 31 December 2018

Cr Julia Ham/Cr John Larter

9.7 STATEMENT OF INVESTMENTS - JANUARY 2019

M19/19 RESOLVED:
THAT COUNCIL:

1. Receive the Statement of Investments as at 31 January 2019

Cr John Larter/Cr Bruce Wright

9.8 QUARTERLY BUDGET REVIEW AS AT 31 DECEMBER 2018

M20/19 RESOLVED:
THAT COUNCIL:

1. Receive and adopt the 2nd Quarter Budget Review as at 31 December 2018;
2. The Revenue, Expenditure and Capital Budget adjustments as noted in the attached 2nd Quarter Budget Review be adopted and the budgets adjusted.
3. Writes a letter to The Hon Melinda Pavey MP Minister for Roads, Maritime and Freight requesting that the \$5M allocated to the next stage of Gocup Rd be guaranteed.

Cr Andrianna Benjamin/Cr Bruce Wright

M21/19 RESOLVED that Council move into Committee of the Whole for discussion.

Cr Margaret Isselmann/Cr John Larter

M22/19 RESOLVED that Council move out of Committee of the Whole.

Cr Margaret Isselmann/Cr John Larter

9.9 NEW COUNCIL IMPLEMENTATION FUND AND STRONGER COMMUNITIES INFRASTRUCTURE FUND REPORT

M23/19 RESOLVED:
THAT COUNCIL:

1. Receive the report on the expenditure of the New Council Implementation Fund and Stronger Communities Infrastructure Fund.

Cr John Larter/Cr Margaret Isselmann

10. MANAGEMENT REPORTS

10.1 BRINGENBRONG RESERVE

M24/19 RESOLVED:
THAT COUNCIL:

1. Receive the report regarding the management of the Bringenbrong Reserve located on Alpine Way adjacent to the Murray River.
2. Agree to become the Trust Manager of Bringenbrong Reserve described as Lot 1 DP350626.
3. Apply to Crown Lands to become Trust Manager of Bringenbrong Reserve.
4. Include the management and maintenance of Bringenbrong Reserve into Councils asset register and recreation service plans subject to the outcomes of the application to become Trust Manager of the reserve.

Cr Julia Ham/Cr Bruce Wright

10.2 KHANCOBAN GENERAL STORE

M25/19 RESOLVED:
THAT COUNCIL:

1. Receive the report on the Khancoban General Store.
2. Endorse the additional purposing of the Khancoban General Store, namely that –
 - a. Snowy Hydro lease half of the shop space for the purpose of an interim visitors centre,

- b. part of the shop space be developed by Council into an interim community space with a separate entrance, and
- c. the remaining space still be made available for development and use should a suitable expression of interest be received.

Cr Julia Ham/Cr John Larter

Cr Andrianna Benjamin left the meeting, the time being 03:04 PM.

10.3 OPERATIONAL PLAN SIX MONTH REVIEW - 31 DECEMBER 2018

M26/19 RESOLVED:
THAT COUNCIL:

1. Receive the report on The Operational Plan Six Month Review from the Acting Director Strategy, Community & Development.
2. Adopt the Draft Half Yearly Operational Plan update 31st December 2018 with amended project table below.

Cr John Larter/Cr Bruce Wright

Major Projects Program 2018 - 2019

PROJECT	LOCATION	BUDGET	STATUS
Adelong Creekscape Upgrade	Adelong	\$469,000	
Brungle Playground Improvements	Brungle	\$5,000	
Batlow CBD Masterplan and Amenity	Batlow	\$636,000	
Tumbarumba Creekscape and Showground	Tumbarumba	\$965,000	
Jingellic Multi Use Track	Jingellic	\$32,000	
Rosewood Golf Club	Rosewood	\$209,000	
Tooma Recreational Area Improvements	Tooma	\$73,000	
Tumut Pool - Stage 1	Tumut	\$950,000	
Khancoban Streetscape	Khancoban	\$395,000	
Tumut Montreal Community Theatre Upgrade	Tumut	\$340,000	
Khancoban General Store	Khancoban	\$145,000	
Brindabella Rd Futures Plan	Tumut	\$295,000	
Talbingo town Improvements	Talbingo	\$182,000	
Tumbarumba Playground	Tumbarumba	\$73,000	
Tumbarumba Mountain Bike Track	Tumbarumba	\$36,000	
Adelong Caravan Park Redevelopment	Adelong	\$242,000	
Tumbarumba Showground redevelopment	Tumbarumba	\$915,000	
Rosewood Playground Equipment	Rosewood	\$105,000	
Tumut CBD Upgrade	Tumut	\$1,643,000	
Batlow Library	Batlow	\$1,000,000	
Tumbarumba Caravan Park Stage 1	Tumbarumba	\$795,000	
Tumbarumba Pump Track	Tumbarumba	\$149,500	
Tumbarumba Sportsground Upgrade	Tumbarumba	\$308,000	
Tumut Bull Paddocks Upgrade	Tumut	\$297,130	
Tumbarumba-Rosewood Rail Trail	Tumbarumba	\$3,200,000	

Cr Andrianna Benjamin returned to the meeting, at 03:13 PM.

M27/19 RESOLVED that Council move into Committee of the Whole for discussion.

Cr John Larter/Cr Andrianna Benjamin

M28/19 RESOLVED that Council move out of Committee of the Whole.

Cr Andrianna Benjamin/Cr John Larter

10.4 PLANNING PROPOSAL TUMUT LEP 2012 - AMENDMENT NO. 4

M29/19 RESOLVED:
THAT COUNCIL:

1. Receive the report on Planning Proposal Tumut LEP 2012 – Amendment No.4 to proceed and complete Amendment No. 4 of the Tumut LEP 2012
2. Review the design and function of the existing Valley View Estate stormwater management system with a view to undertaking performance improvements, funded from future Infrastructure Works budgets.
3. Respond to each of the submissions received, advising of the Council resolution and the future actions proposed in response to the matters raised in their submissions.

Cr Bruce Wright/Cr Cate Cross

For: Cr Bruce Wright, Cr Cate Cross, Cr Cor Smit, Cr Geoff Pritchard, Cr Julia Ham, Cr Margaret Isselmann and the Mayor James Hayes

Against: Cr J Larter and Cr A Benjamin

10.5 ADELONG FLOODPLAIN RISK MANAGEMENT STUDY & DRAFT PLAN

M30/19 RESOLVED:
THAT COUNCIL:

1. Receive the report on Adelong Floodplain Risk Management Study & Draft Plan from Acting Executive Director, Community Strategy and Development.
2. Adopts the draft Adelong Floodplain Risk Management Study and Plan (dated August 2018 Rev No 1.2) consisting of Volume 1 - Report and Volume 2 - Figures and Appendices.
3. Apply to the Office of Environment & Heritage for Stage 3 grant funding.

Cr Julia Ham/Cr Cate Cross

10.6 JUNCTION STREET MINJARY - REQUEST TO SEAL THE ROAD

M31/19 RESOLVED:
THAT COUNCIL:

1. Receive this report on the petition to seal Junction Street in Minjary
2. Not proceed with the request to seal Junction Street at this time

3. Consider the allocation of a budget for undertaking dust suppression seals as part of the budget deliberations for the 2019/2020 financial year
4. Notify the petitioners in writing on the outcomes of their petition

Cr Julia Ham/Cr Bruce Wright

10.7 SERVICE REVIEW PROJECT - FINAL REPORT

M32/19 RESOLVED: THAT COUNCIL:

1. Receive the report on Service Review Project – Feedback from the Community Final Report.
2. Consider incorporating the findings of the Service Review Project into the collation and adoption of draft 2019/20 Integrated Planning and Reporting Documents and future considerations regarding service delivery.

Cr Cate Cross/Cr Julia Ham

11. MINUTES OF COMMITTEE MEETINGS

11.1 MINUTES - TUMUT YOUTH COUNCIL COMMITTEE - 6 FEBRUARY 2019

M33/19 RESOLVED: THAT COUNCIL:

1. Accept the report on the Tumut Youth Council Meeting from Acting Director Strategy, Community & Development.
2. Receive the Minutes of the Tumut Youth Council meeting held on 6 February 2019 and the following recommendations contained therein be adopted:
 1. That Council accepts and adopts the recommended changes to the Youth Council Terms of Reference.
 2. That Council accepts Tumut Youth Council's new logo, with the inclusion of Councils "lock up" logo.

Cr Cate Cross/Cr Bruce Wright

M34/19 RESOLVED that Council move into Committee of the Whole for discussion.

Cr Margaret Isselmann/Cr Cate Cross

M35/19 RESOLVED that Council move out of Committee of the Whole.

Cr Andrianna Benjamin/Cr Cate Cross

11.2 MINUTES - BATLOW DEVELOPMENT LEAGUE MEETING - 5 DECEMBER 2018 INCLUDING COMMITTEE NOMINATIONS AND DRAFT TERMS OF REFERENCE

M36/19 RESOLVED:
THAT COUNCIL:

1. Accept the report on the Batlow Development League committee from Director Internal Services.
2. Receive the Minutes of the Batlow Development League committee meeting held on 5 December 2018 and the following recommendations contained therein be adopted:
 - a) That the Batlow Literary Group make a recommendation to Council to allocate funds they have raised to worthwhile local community groups.
 - b) Defer acceptance of the amended terms of Reference pending a review of all Terms of Reference for all Section 355 Committees by end December 2019.
3. Approve the nomination for committee members to the Batlow Development League committee.
 - a) Raymond A Billing
Qualifications – BSc(Ed), Retired High School Principal
Reason for membership – Involvement and support of the local community
 - b) Keith Dawson
Qualifications – Bulk Haulage Contractor (Retired), Chair of Batlow Village, Deputy Chair Batlow Development League.
Reason for Membership – To help the Town
 - c) Marjory L Tomlinson
Qualifications – BA Literature & English, Secondary Teacher Ed., Cert III Aged Care
Reasons for membership – To provide a service to my community.
 - d) Colin Agate
Qualifications – Management
Reason for membership – Treasurer BDL, Community involvement
 - e) Justine Wilkinson
Qualifications – Resident of Batlow
Reason for membership – Interest of Batlow and community.

Cr Cor Smit/Cr Cate Cross

11.3 MINUTES - TALBINGO PROGRESS AND RATEPAYER ASSOCIATION MEETING - 7 NOVEMBER 2018**M37/19 RESOLVED:
THAT COUNCIL:**

1. Accept the report on the Minutes of the Talbingo Press and Ratepayers Association held 7 November 2018 from Director Internal Services.
2. Adopt the Minutes of the Talbingo Progress and Ratepayers Association meeting held on 7 November 2018.

Cr Margaret Isselmann/Cr Julia Ham

11.4 MINUTES - TALBINGO PROGRESS AND RATEPAYERS ASSOCIATION MEETINGS - 5 DECEMBER 2018 AND 12 DECEMBER 2018**M38/19 RESOLVED:
THAT COUNCIL:**

1. Accept the report on the Minutes of the Talbingo Progress and Ratepayers Association from Director of Internal Services.
2. Receive the Minutes of the Talbingo Progress and Ratepayers Association general meeting held on 5 December 2018 and Extraordinary meeting held 12 December 2018 and the following recommendations contained therein be adopted:
 - a) That Council lobby the NSW Government to re-introduce waste disposal facilities in KNP for the period between Christmas and January.
 - b) That Council resolve a solution to the provision of accessible toilet facilities for Talbingo Library users.

Cr Julia Ham/Cr Cate Cross

11.5 MINUTES - TUMBAFEST COMMITTEE MEETINGS - 21 NOVEMBER 2018, 12 DECEMBER 2018 AND JANUARY 2019. PLUS DRAFT TERMS OF REFERENCE**M39/19 RESOLVED:
THAT COUNCIL:**

1. Accept the report on the Tumbafest Committee from Director Internal Services.
2. Adopt the Minutes of the Tumbafest Committee meetings held on 21 November 2018, 12 December 2018 and 16 January 2019.
3. Approve the nomination of Irene Lauder, Helen Taylor and Allison Dennis as committee members on the Tumbafest committee.

Cr Julia Ham/Cr Cate Cross

11.6 MINUTES - TUMBARUMBA MENS SHED MEETINGS - AGM 27 JUNE 2018 AND 28 NOVEMBER 2018

M40/19 RESOLVED:
THAT COUNCIL:

1. Accept the report on the Tumbarumba Men's Shed Minutes from Director Internal Services.
2. Adopt the Minutes of the Tumbarumba Men's Shed meeting held on 27 June 2018 and 28 November 2018.

Cr Bruce Wright/Cr Margaret Isselmann

M41/19 RESOLVED:

A Motion was moved and seconded that reports 11.7 – 11.2 be deferred pending a review of all Terms of Reference for all Section 355 Committees by the end of December 2019.

Cr J Larter/Cr Margaret Isselmann

11.7 TERMS OF REFERENCE FOR SECTION 355 COMMITTEE - CHRISTMAS IN TUMUT

Terms of Reference for Section 355 Committee - Christmas In Tumut report deferred pending a review of Terms of Reference for all Section 355 Committees.

11.8 TERMS OF REFERENCE FOR SECTION 355 COMMITTEE - GLENROY HERITAGE RESERVE COMMITTEE

Terms of Reference for Section 355 Committee – Glenroy Heritage Reserve Committee report deferred pending a review of Terms of Reference for all Section 355 Committees.

11.9 TERMS OF REFERENCE FOR SECTION 355 COMMITTEE - FESTIVAL OF THE FALLING LEAF

Terms of Reference for Section 355 Committee – Festival of the Falling Leaf report deferred pending a review of Terms of Reference for all Section 355 Committees.

11.10 TERMS OF REFERENCE FOR SECTION 355 COMMITTEE - FRIENDS OF THE TUMBARUMBA LIBRARY

Terms of Reference for Section 355 Committee – Friends of the Tumbarumba Library report deferred pending a review of Terms of Reference for all Section 355 Committees.

11.11 TERMS OF REFERENCE FOR SECTION 355 COMMITTEE - TUMBARUMBA HISTORICAL SOCIETY

Terms of Reference for Section 355 Committee – Tumbarumba Historical Society report deferred pending a review of Terms of Reference for all Section 355 Committees.

11.12 TERMS OF REFERENCE FOR SECTION 355 COMMITTEE - TUMBARUMBA RSL MEMORIAL HALL MANAGEMENT COMMITTEE

Terms of Reference for Section 355 Committee – Tumbarumba RSL Memorial Hall Management Committee report deferred pending a review of Terms of Reference for all Section 355 Committees.

12. CONFIDENTIAL**M42/19 RESOLVED:**

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

12.1 GENERAL MANAGERS ANNUAL PERFORMANCE REVIEW REPORT

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

12.2 TUMBARUMBA CARAVAN PARK REDEVELOPMENT - INSTALLATION OF CAMP KITCHEN

Item 12.2 is confidential under the Local Government Act 1993 Section 10A 2 (d)i and (d)ii as it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

12.3 RFT 2018/17 - PANEL OF SUPPLIERS TENDER - PROVISION OF GUARDRAIL, LINE MARKING AND TRAFFIC CONTROL

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

12.4 TUMBARUMBA SHOWGROUND RESURFACING PROJECT

Item 12.4 is confidential under the Local Government Act 1993 Section 10A 2 (d)ii as it relates to information that would, if disclosed, confer a commercial advantage on a competitor of the council and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Cr John Larter/Cr Bruce Wright

At this stage, the time being 4:05 PM Council went into Confidential.

M43/19 RESOLVED:

A Motion was moved and seconded that report 12.1 General Managers Annual Performance Review Report be moved as the last report to be considered in the Confidential Section of the Agenda.

Cr Bruce Wright/Cr John Larter

12.2 TUMBARUMBA CARAVAN PARK REDEVELOPMENT - INSTALLATION OF CAMP KITCHEN**M44/19 RESOLVED:
THAT COUNCIL:**

1. Receive this report on the installation of the Camp Kitchen as part of the Tumbarumba Caravan Park Redevelopment Project
2. Acknowledge the engagement of Moxon Bros Building Contractors for the installation of the Camp kitchen for the price of \$88,800.91 ex GST as a select procurement due to the specialist nature of this work
3. Note that this engagement does not comply with the Snowy Valleys Council procurement procedure which requires that 3 formal quotes are obtained for works between \$50,001 - \$149,999

Cr Margaret Isselmann/Cr Bruce Wright

12.3 RFT 2018/17 - PANEL OF SUPPLIERS TENDER - PROVISION OF GUARDRAIL, LINE MARKING AND TRAFFIC CONTROL**M45/19 RESOLVED:
THAT COUNCIL:**

1. Receive this report on the outcomes for the Request For Tender (RFT 2018/17) for the Panel of Preferred Suppliers for the Supply of Services as detailed in this report.
2. Resolve in accordance with Section 55 of the NSW Local Government Act 1993 to accept the panel of suppliers for the Supply of Services as recommended by the evaluation panel and detailed below:

Service	Evaluation
Guardrail	Irwin Fencing be accepted as the preferred supplier, Western Safety Barriers Group as second preference and McIntosh Fencing as third preference for the supply of guardrail services.
Traffic Control	<p>TrafX be accepted as the preferred supplier of traffic control, Riverina Traffic Services as second preference, Care Traffic Management included in the panel as a third preference and Construct Traffic as a fourth preference in cases where first and second preference suppliers cannot supply.</p> <p>The rates submitted by the guardrail contractors should be compared to available traffic control providers when guardrail activities are being undertaken with the most economical option preferred.</p>
Line Marking	Lockton's Traffic Solutions be ranked as the preferred supplier and Capital Lines and Signs as the second preferred supplier for line marking services.

3. Authorise the General Manager to enter into contracts with the companies recommended for the preferred panel of suppliers for the Supply of Services as summarised in item 2 above.
4. Authorise the General Manager to amend the order of the preferred supplier panel for the Supply of Services as referred to in item 2 above through other procurement arrangements if the preferred suppliers fail to provide value for money for Council or comply with the Statement of Requirements or Conditions of Contract for the Supply of Services.
5. Authorise the General Manager to exercise the one year extension option for the Supply of Services Contract subject to the satisfactory performance of the contract.
6. Note that Council Officers have commenced with the early procurement of guardrail under the conditions of the contract to meet the timelines set by Roads Maritime Services to complete guardrail works on Gocup Road.

Cr Cor Smit/Cr Bruce Wright

Cr Cor Smit left the meeting, the time being 04:09 PM.

Cr Cor Smit returned to the meeting, at 4:11 PM.

12.4 TUMBARUMBA SHOWGROUND RESURFACING PROJECT

M46/19 RESOLVED:
THAT COUNCIL:

1. Receive this report for the Tumbarumba Showground Resurfacing Project
2. Noting section 55(3)(i) of the Local Government Act 1993 (NSW), resolves that because of the unavailability of competitive or reliable tenderers, and as a result of certain other extenuating circumstances, a satisfactory result would not be achieved by inviting tenders for the purchase of goods and services associated with the Tumbarumba Showground Resurfacing Project
3. Notes that the reasons for Council's decision that a satisfactory result would not be achieved by inviting tenders for the purchase of goods and services associated with the Tumbarumba Showground Resurfacing Project are that:
 - a. In September 2018 Council issued an invitation for tenders relating to the resurfacing of the Tumut Bull Paddock and Tumbarumba Sportsfield including the supply and installation of sub-surface drainage and automated sprinkler systems (Tender 2018/07)
 - b. Tender 2018/07 elicited no response from the market and Council was required to enter into direct negotiations with a service provider to procure the required goods and services
 - c. The goods and services tendered for under Tender 2018/07 are substantially similar to the goods and services that will be purchased in relation to the Tumbarumba Showground Resurfacing Project
 - d. Council considers it to be unlikely that there have been any changes in the market since September 2018 that would result in tenderers now responding to an invitation for tenders in respect of the Tumbarumba Showground Resurfacing Project
 - e. Council has significant data from the negotiation of the Tumut Bull Paddock and Tumbarumba Sportsfield Resurfacing projects that can be used for referencing and benchmarking purposes in negotiating a contract with a service provider in relation to the purchase of goods and services associated with the Tumbarumba Showground Resurfacing Project
 - f. Delivering the project through a negotiated contract provides Council the opportunity to complete the project before winter 2019. This would mean that the fields would be available from spring 2019. This would deliver significant benefits to Council and community with the fields being available for use in the spring and the timelines under the funding agreement for the project being

met. Failure to meet the funding timelines could result in the funding being revoked

4. Authorise the General Manager to negotiate with and, subject to the successful outcome of negotiations, enter into a contract with Excel Turf Pty Ltd for the purchase of goods and services associated with the Tumbarumba Showground Resurfacing Project.

Cr John Larter/Cr Bruce Wright

12.1 GENERAL MANAGERS ANNUAL PERFORMANCE REVIEW REPORT

M47/19 RESOLVED:

THAT COUNCIL:

1. Receive the report on the General Managers Annual Performance Review,
2. Endorse the 2018/19 General Managers Performance Review as the General Managers priorities for 2019/20,
3. Align the General Managers annual review with the Operational Plan and the reporting period be based on a financial year cycle,
4. Vary the General Managers contract to include a clause relating to professional development, and
5. Amend the Total Remuneration in line with the provisions of the contract and the *Public Service Senior Executives Annual Determination under section 240 Statutory and other Offices Remuneration Act 1975*.

Cr Cor Smit/Cr Cate Cross

There being no further business to discuss, the meeting closed at 4:30 PM.

9. GOVERNANCE AND FINANCIAL REPORTS**9.1 NSW PUBLIC LIBRARIES CONFERENCE - NOVEMBER 2018**

REPORT AUTHOR: CLR CATE CROSS
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

EXECUTIVE SUMMARY:

This report provides a brief update on the information received at the NSW Public Libraries Conference, November 2018 held in Coffs Harbour NSW.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receives the Delegates report on the information received at the NSW Public Libraries Conference, November 2018 and note the report.**

BACKGROUND:

New South Wales Public Libraries Association (NSWPLA) is the single voice for public libraries in New South Wales. It was formed when Public Libraries New South Wales and the New South Wales Metropolitan Public Libraries Association amalgamated on 15 July 2014. With 100% membership of all NSW local governments, NSWPLA works to strengthen the dynamic and innovative public library network delivering services across the state.

The purpose of NSWPLA as the peak body for public libraries in NSW is to:

- advocate effectively
- initiate partnerships
- champion the public library cause
- build trust and support
- provide relevant information
- foster cooperation and collaboration
- strengthen the public library network

REPORT:**NSWPLA SWITCH 2018 Conference.**

The week starts with the Australasian Mobile Libraries and Outreach Services Conference and Symposium on Monday and Tuesday. This is followed by the SWITCH 2018 Conference on Wednesday and Thursday and NSWPLA Annual General Meeting on Friday.

Day 1Dr John Vallance, NSW State Librarian

Outlined the changing roles of libraries as community hubs for social inclusion. He discussed the importance of getting on board the Renew our Libraries campaign to redress the funding deficit which governments of both persuasions have neglected to fund properly. Currently \$94m over the next 4 years is being sought with the proviso that for funding to be secure it should be indexed.

He encouraged us to find ways of uniting all library voices, to strengthen our links with the State Library, and to be creative and daring in the ways we meet our communities' needs. We are very much looking forward to the State Library's special collections travelling around to our branches.

Susan Benton, President and CEO, Urban Libraries Council (USA and Canada).

Susan Benton spoke on the work the Urban Libraries Council is doing, particularly in the areas of education and digital inclusion. Ms Benton raised the issue of public libraries can be as education organisations, with a need for a concerted effort in literacy programs, Storytime and Summer Reading Club, to make a positive impact on learning, with joy and fun.

Digital inclusion is a common problem for metropolitan and regional libraries, but communities do differ in terms of what they need. What we need is leadership to help us navigate inevitable changes to libraries and communities. Susan's suggested leadership attributes are cross-boundary leadership – working on relationships with others in our community to meet shared goals, innovative leadership that takes risks, and having a voice to take our libraries' stories beyond our users.

Susan left us with the challenge: 'Are we learning as fast as the world is changing?'

Liz Griffiths, Service Delivery Librarian, Willoughby Library.

Liz Griffiths continued the important theme of digital inclusion, sharing the learnings from her Kath Knowles Scholarship project about whether libraries should support peer-led, or group-led, learning in digital literacy programs. One thing older, particularly retired, Australians tend not to have access to, is informal learning about digital tools, which leads to more effective use of those tools.

Programs like Tech Savvy Seniors teach the basics in a structured way, but learners want more. Technology evolves, and learning needs to be continuous and varied. We need to help people discover, explore, and be enriched by their online experiences, and to do this, we need to provide varied learning experiences in non-threatening, supportive and social environments.

Liz found that learners want to know why something is useful to them, and they are happy to be exposed to other devices, and people at different levels of learning. We need to move from being instructors in what we think they need to know, to facilitators and partners in learning, giving people the opportunity to ask questions, and to have ongoing support with trouble-shooting.

This is going to be difficult, especially for smaller libraries, so we need to know what other avenues are available in the community, so we can work together to meet our users' digital literacy needs in a way which suits them, and will therefore have the best results. We must also remain committed to building the digital literacy of our staff, and understanding its importance for all community members.

John Robertson, Executive General Manager, Foodbank NSW & ACT

Former NSW Premier and now Executive General Manager of Foodbank NSW & ACT, John Robertson shared some frightening statistics about people in our communities, with their struggles to put food on the table. These can help us to understand the people we serve, and give us the impetus to seek partnerships, and find ways to help those who are struggling. Do they know what we have to offer? Perhaps, we could do something with Food For Fines..... it's food for thought, for those of us who can afford to think of food in other ways.

Darren Rodrigo, Senior Account Manager, Essential Media

Darren Rodrigo is the NSWPLA Account Manager and developer of the Renew Our Libraries campaign. He spoke about the depth of research, hard work, and knowledge that has gone into the Renew Our Libraries (ROL) campaign.

Our libraries are sacred places, and we need to keep the momentum going; continuing to engage local supporters, using the excellent material in the partner packs. I got the impression they were hard work to produce, so let's make it worthwhile by getting all 128 councils on board, and have library stories shared from all of our libraries. The ROL campaign is ongoing; let's keep the pressure on, right up to the election, and beyond.

Darren's presentation also gave us some great tips applicable for the types of campaigns we might undertake:

- Research is critical
- Get the community onside
- Branding is very important
- So too are commitment and clear, achievable goals.

Conference – Day 2

Paula Kelly Paull, Manager Learning Communities, Hobsons Bay Libraries

Paula Kelly Paull spoke on the Hobson's Bay Libraries project for a makerspace with a social purpose, a project which will provide space for entrepreneurship and innovation, a playful approach to learning new skills, and opportunities for skill sharing for the many disengaged youth, and older people who need reskilling. Surely, this is something we can all work towards in our libraries, on different scales, and Paula very kindly shared tips learned through her mistakes, as well as successes:

- Culture-strategy-culture is the sandwich we need to bring our staff along on a journey; one enthusiastic person is not enough.
- Council funding might take much too long to fund our innovative ideas, so seek partners with similar goals elsewhere, and share with them the stories of your intended audience, and what the impact your project will have in your community.
- Be prepared for plot shifts.

Kate Roffey, Director – Deals, Investments and Major Projects Wyndham City Council, Victoria

Kate Roffey's discussed responding to change in the age of disruption. Kate showed us that customer experience and engagement are the most important factor for the whole of council's technology systems, and that we are the ones engaging with the community, and providing good experiences.

When we make big changes, we need to make them a strategic priority, have cross-divisional collaboration, invest in capability, and be open-minded and resilient.

Libraries play a big part in the liveability of our towns and cities, and we need to be smart and think ahead in terms of the ways we provide library services, but be careful – we don't want to be dumb cities, but we also want to avoid being fashionistas (following technology trends without strategy). Use technology and innovation thoughtfully.

We all experience disruptions; things that are rapidly changing within our communities, but we can also be disrupters. We don't have to do what has always been done. Let's use what we have creatively, and show our value.

Gavin Carnegie, Learning & Development Manager, Local Government Professionals Australia, NSW

Gavin Carnegie discussed the benefits of change; change brings opportunity, and by saying yes (while being smart about it), following our interests, and being deliberate, we can become comfortable with change and make the most of it.

Gavin's tips:

- Take small steps (work up to reading a book in one sitting).
- Explore the challenges so we can deal with them, and find the opportunities they present.
- Join forces with people who can help refine and consolidate our ideas (we have a great network of NSW public librarians, let's use it).

- Focus on giving – find out what our users and non-users need, and how we can adapt to meet those needs.
- Try new things.
- Embrace imperfection.

We are not the only keepers of knowledge, or the only place that brings the community together, so we need to continually find easy and intuitive ways to connect people with knowledge, and with each other.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 1: Towns and Villages

Delivery Outcomes

1.4 Expand, support and encourage arts and cultural events, activities and creative opportunities

Operational Actions

1.4.10 Deliver program of library based cultural and community events

SUSTAINABILITY ASSESSMENT:

N/A

Financial and Resources Implications

Attendance at the conference was within the budget allowances.

Costs and Benefits:

Councillors receive information not only from the presentations but also networking with other Councils, state government departments and industry providers.

Policy, Legal and Statutory Implications:

Attendance was as per the Councillors Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The risk of not attending the conference is that Councillors won't be kept up to date on important issues currently being faced.

OPTIONS:

That Council not receive the report. That Council add additional actions to the resolutions.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Council will remain an active participant in the NSW Public Libraries Association.

ATTACHMENTS

Nil

9. GOVERNANCE AND FINANCIAL REPORTS

9.2 STATEMENT OF INVESTMENTS - FEBRUARY 2019

REPORT AUTHOR: COORDINATOR FINANCIAL STRATEGY AND REPORTING
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

EXECUTIVE SUMMARY:

This report is to provide a summary of Council's cash and investments as at 28 February 2019.

Whilst our financial position as at the end of February 2019 is favourable, we are aware of significant expenditure which is expected by 31st December 2019 due to completion of capital works programs. It is important to assure Council that any and all opportunities are maximised to increase our revenue through the investment process.

RECOMMENDATION:

THAT COUNCIL:

1. Receive the Statement of Investments as at 28 February 2019

BACKGROUND:

Nil

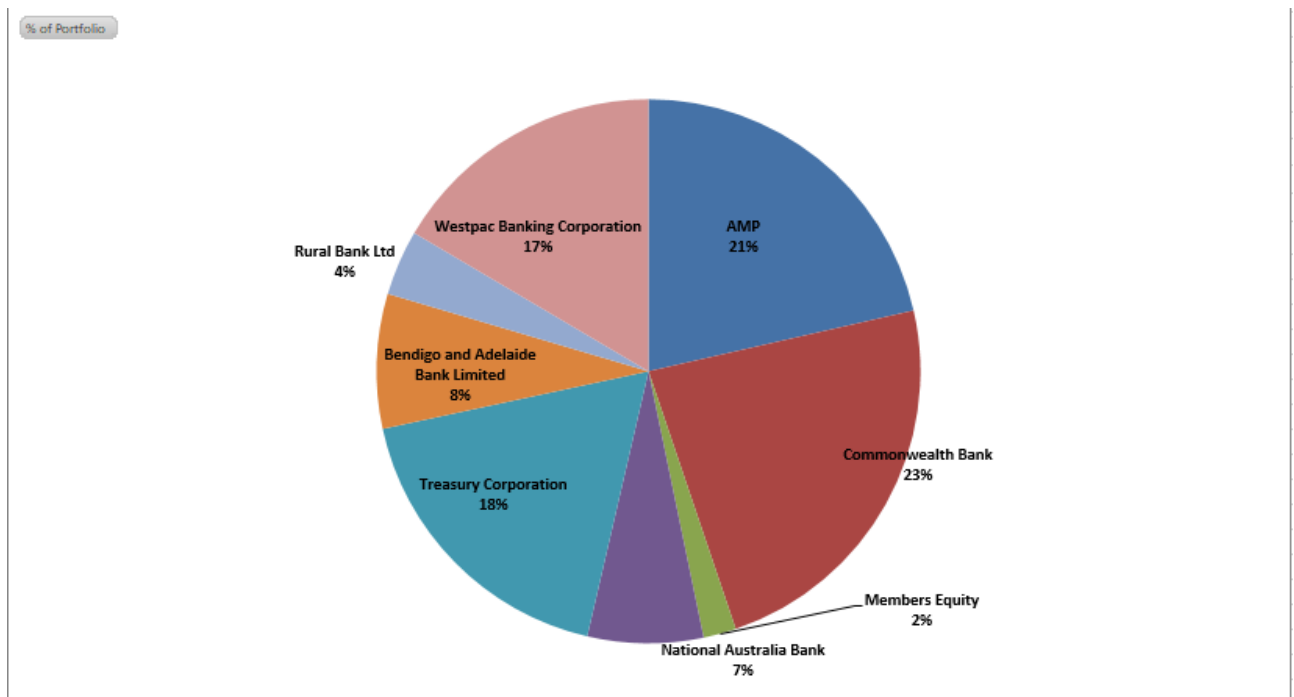
REPORT:

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

Combined Cash & Investments Table					
28/02/2019					
Cash & 11am at call Accounts	Current Month	Last Month	Movement	Interest Rate%	Maturity Date
Commonwealth Bank	\$ 5,754	\$ 16,676	-\$ 10,922	1.40%	
AMP	\$ 520,524	\$ 520,524	\$ -	1.80%	
AMP	\$ 1,000,000	\$ 1,000,000	\$ -	2.30%	
National Australia Bank	\$ 124,431	\$ 252,891	-\$ 128,460	1.50%	
Commonwealth Bank	\$ 1,307,504	\$ 820,617	\$ 486,887	1.40%	
Commonwealth Bank	\$ 10,723,057	\$ 6,718,674	\$ 4,004,383	1.50%	
<i>Sub Total Cash & 11 am at Call Accounts</i>	\$ 13,681,270	\$ 9,329,382	\$ 4,351,888	1.65%	
TCorp Investments (at Call)	Balanced Invested \$			Monthly Interest Rate%	Financial Year Interest Rate (to date)
Treasury Corporation	\$ 528,745	\$ 527,431	\$ 1,314	0.25%	1.57%
Treasury Corporation	\$ 1,062,601	\$ 1,058,646	\$ 3,955	0.37%	1.80%
Treasury Corporation	\$ 3,235,075	\$ 3,178,122	\$ 56,953	1.79%	2.75%
Treasury Corporation	\$ 4,427,643	\$ 4,271,420	\$ 156,223	3.66%	3.26%
<i>Sub Total TCorp Investments at call</i>	\$ 9,254,064	\$ 9,035,619	\$ 218,445	1.52%	
Total Cash & At Call Investments	\$ 22,935,333	\$ 18,365,001	\$ 4,570,332	1.60%	

Term Deposits	Current Month	Last Month	Movement	Interest Rate%	Maturity Date
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	2.60%	11/03/2019
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	2.60%	11/03/2019
Bendigo and Adelaide Bank Limited	\$ 1,057,811	\$ 1,057,811	\$ -	2.80%	8/04/2019
Bendigo and Adelaide Bank Limited	\$ 1,057,811	\$ 1,057,811	\$ -	2.80%	8/04/2019
Westpac Banking Corporation	\$ 2,000,000	\$ 2,000,000	\$ -	2.81%	23/05/2019
Bendigo and Adelaide Bank Limited	\$ 1,000,000	\$ 1,000,000	\$ -	2.70%	29/05/2019
AMP	\$ 1,000,000	\$ 1,000,000	\$ -	2.80%	14/06/2019
Rural Bank Ltd	\$ 2,000,000	\$ 2,000,000	\$ -	2.91%	25/06/2019
National Australia Bank	\$ 411,140	\$ 411,140	\$ -	2.80%	26/06/2019
AMP	\$ 1,500,000	\$ 1,500,000	\$ -	2.85%	17/07/2019
Westpac Banking Corporation	\$ 2,500,000	\$ 2,500,000	\$ -	2.98%	23/07/2019
AMP	\$ 2,000,000	\$ 2,000,000	\$ -	2.65%	26/07/2019
AMP	\$ 2,000,000		\$ 2,000,000	2.80%	20/08/2019
Westpac Banking Corporation	\$ 1,000,000	\$ 1,000,000	\$ -	2.90%	24/08/2019
Westpac Banking Corporation	\$ 1,000,000	\$ 1,000,000		2.90%	4/09/2019
Westpac Banking Corporation	\$ 2,000,000	\$ 2,000,000	\$ -	2.90%	18/09/2019
AMP	\$ 2,000,000	\$ 2,000,000	\$ -	2.80%	19/09/2019
National Australia Bank	\$ 2,000,000	\$ 2,000,000	\$ -	2.73%	29/10/2019
National Australia Bank	\$ 1,000,000	\$ 1,000,000	\$ -	2.75%	20/11/2019
AMP	\$ 1,000,000	\$ 1,000,000	\$ -	2.75%	15/01/2020
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	2.70%	16/01/2020
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	2.70%	16/01/2020
Members Equity	\$ 1,000,000	\$ 1,000,000	\$ -	2.70%	25/02/2020
Westpac Banking Corporation		\$ 2,014,115	-\$ 2,014,115		
Westpac Banking Corporation		\$ 2,000,000	-\$ 2,000,000		
Total TD's	\$ 28,526,763	\$ 30,540,878	-\$ 2,014,115	2.73%	
Total Cash & Investments	\$ 51,462,096	\$ 48,905,879	\$ 2,556,217		

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



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

Council's cash and investments increased by \$2.5m from the previous month.

Apart from debtor, rates payments for the 3rd rates instalment and water accounts due in February, other significant income received during February included the following:

➤ Financial Assistance Grants	\$707.7
➤ RMS Block Grants	\$589.6k
➤ Stronger Countries Community Grant	\$255k

The following changes occurred to our term deposit holdings for the month of February as follows,

- AMP \$2m lodged for 12m at 2.8%
- ME \$1m renewed for 12m at 2.7%
- Westpac TD \$2m & \$2.01m redeemed

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.3 Council has sound organisational health and has a culture which promotes action, innovation, accountability and transparency

Operational Actions

Choose Operational Plan Activity

SUSTAINABILITY ASSESSMENT:

N/AI

Financial and Resources Implications

Investments are taken out based upon the best rate on the day and after consideration of spreading our risk across various institutions as per our Investment Policy and section 625 of the Local Government Act 1993 (NSW)

Costs and Benefits:

Financial Costs	Financial Benefits	Benefits	Opportunities
N/A	Increased revenue	Higher returns to ensure sustainability of Council	Higher returns on investments are always sought
N/A	Maximise return on investments	Funding of projects	Council reputation is supported by good investment decision making

Policy, Legal and Statutory Implications:

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

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Monthly reporting of investments keeps Council informed of the current cash situation and the return on investment. Good management practice includes spreading our risk of sub-optimal investment returns across various institutions and maximising opportunities for best possible returns.

OPTIONS:

N/A

COUNCIL SEAL REQUIRED:

N/A

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Matters arising from this report that require further communication will be addressed at the meeting or taken on notice and a response will be provided

9. GOVERNANCE AND FINANCIAL REPORTS**9.3 SNOWY VALLEYS COUNCIL FORENSIC REVIEW**

REPORT AUTHOR: DIRECTOR INTERNAL SERVICES
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

Snowy Valleys Council has commissioned a forensic review of the current and former council's financial systems, practices and processes. This work has been undertaken by an external team of consultants for the purpose of conducting due diligence to clearly identify how both former councils operated up until the merging of the two business systems. This work has given us a clear understanding of the true financial position of the former councils and how we need to manage and adjust our processes and practices as Snowy Valleys Council.

The results have been very positive and demonstrate that neither former councils were deemed to be "non-compliant" in any area of focus in the audit, however there were areas for both former councils that needed improvement. These improvements have already commenced and our forecast financial performance measures indicate that we are well placed to continue to be financially sustainable into the future.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on the Forensic Review.**
- 2. Note the findings and endorse the recommendation that this report be considered by the Audit Risk and Improvement Committee and any corrective actions be included in the Audit Matrix for ongoing management and monitoring.**

BACKGROUND:

The amalgamation of the previous Tumbarumba and Tumut Shire Councils to form the Snowy Valleys Council has required the merging of business and financial management systems. This milestone was reached in May 2018 and signals major progress in the development of our organisation. Given the extent and importance of this work and the current political pressure for potential de-amalgamation, it is prudent to review the previous systems and practices to understand the changes that have occurred.

The scope of this review was to undertake an audit of both previous Councils financial systems, practices and processes to clearly identify how both operated right up until the merging of the business systems and after. This review has provided a clear reference point for use both now and in the future and has enabled Council to correct any unsound practices.

The review team were asked to review and report on:

- Approval processes
- Budget management
- Reserve management
- Financial reporting
- Financial asset management

- Grant funding management
- Validation of the TCorp assessment

The review was conducted by the Mead Perry Group. The process included on-site visits to Tumbarumba and Tumut offices, relevant documentation was reviewed, relevant staff were interviewed and the Council's corporate business system was interrogated along with publicly available information.

REPORT:

The following is a summary of findings:

Approval processes

This included routine operations; delegations; separation of duties; and Council resolutions and how implementation of Council decisions is/was tracked and acquitted (where required).

- 1 - Delegations, Council to GM and GM to Staff are in place and well managed.
- 2 - Council resolution implementation is effectively managed through the ELT meeting process.
- 3 - The Audit, Risk and Improvement Committee is well placed to monitor the areas within its charter.
- 4 - Due and proper process was not followed in respect of a significant project associated with the Tumbarumba caravan park redevelopment.

Budget management

Focused on the process for increasing budgets and managing variations.

- 5 - The general approach to budget management was conducted in a diligent manner, particularly given the rigid statutory environment in place;
- 6 - Council finance staff achieved regular compliance with statutory requirements and reporting to Council;
- 7 - Regular monitoring of estimated income and expenditure was conducted including a process to identify the reasons for recommended variations;
- 8 - Decisions about budget variations were made in a prudent manner in an attempt to remain consistent with original budget allocations and performance against sustainability indicators.
- 9 - Snowy Valleys Council consolidated its financial system in May 2018 and has managed budget variations pursuant to current regulatory requirements.

Reserve management and validity of reserves

- 10 - The management of reserves by the former Councils has occurred in line with established conventions and budgeting processes.
- 11 - Reserve management in its entirety was conducted in an appropriate manner mainly based on historic arrangements meeting the needs of Council at the time.
- 12 - Reserves are reported in the annual financial statements in Note 6(c) Restricted cash, cash equivalents and investments.
- 13 - Council's finance staff have put a significant effort and due diligence into maintaining reserve balances using established methodologies.
- 14 - Reserve balances are clearly accounted for between 2009 to 2018, including correct recognition into the consolidated accounts of the Snowy Valleys Council.
- 15 - There were no identified issues with Council's management of reserves from a compliance perspective, however there are instances where unexpected reserve appropriations were required to fund projects that were inadequately planned and managed. While we can be critical of the Council's planning and management of these projects, we believe that the appropriation of reserve funds to meet the unfunded costs of the projects is the correct and prudent action to take.

16 - A review of the reserves and cash position relating to the former Tumbarumba Shire Council in isolation at the time of the merger of the two financial systems indicates a shortfall in unrestricted cash in excess of \$3 million dollars.

17 - The current position is that there is no Reserves Policy and/or Reserve Guidelines or Procedures in place to formalise and direct reserve practices.

18 - Standard annual reserve transfers that are provided for in the LTFT have not been actioned since merger.

Financial reporting and management towards optimal financial ratios

19 - The newly formed council had to cope for approximately two years with two separate accounting packages which impacted on reporting.

20 - Section 202 of the LG (General) Regulation 2005, requires Council to establish and maintain a system of budgetary control that will enable the council's actual income and expenditure to be monitored each month and to be compared with the estimate of the council's income and expenditure. To date this requirement has been met to a limited extent.

21 - Management reporting was problematic and limited to the mere minimum during the period May 2016 to end of May 2018.

22 - The consolidation of the accounting packages was completed at the end of May 2018 and should significantly improve Council's reporting capacity.

23 - The status of financial reporting is as follows:

- The annual financial statements for the year ended 30 June 2018 was signed off on the 30th November 2018.
- Statutory reporting to Council is occurring as dictated by the Local Government (General) Regulation 2005 in terms of monthly reporting to Council on the status of investments, as well as the quarterly budget review statements.
- Some internal reporting to management has commenced and various standard reports have been developed and are available for use. These include Profit and Loss reports on a Whole of Council or Directorate/Divisional levels, while Profit and Loss reports are also available on a project basis. Transactional enquiries are also available and functional.

24 - Historically 5 of the 7 performance measures have been in line with or exceeded benchmarks so we have no reason to question the forecast that they are to continue in this way.

25 - Of the two ratios that are not forecast to meet the benchmark the following comments are provided:

- Operating performance ratio. - The forecast shows a significant reduction in revenue in 2019 that is projected to reduce to a level below that of the previous 8 years. A major contributor to this is the projected reduction in operational grant income.
- Building and asset renewal ratio – This ratio is forecast to remain below 100%. The utilisation of cash to boost asset renewal would allow Council to meet its target.

Financial Asset Management

This included asset management plans and their integration with financial management; validity and completeness of asset registers, including componentisation, depreciation, useful life, obsolescence and any other pertinent matters.

26 - It is observed that each former Council made reference to asset management in their CSPs, however, there is no mention of how asset management priorities translate to Council's overall strategic goals or reference the hierarchy of the various plans that make up the asset management system.

27 - It was found that whilst an initiative was in place to establish an industry best practice approach to asset management, the large volume of material prepared by the former Council's

existed as reference material only. Minimal integration existed between the various plans and long-term renewals forecasts.

28 - The Tumut SC decision-making process for annual budget allocations were not driven by long-term asset priorities and financial forecasts.

29 - Budget deliberations by Tumut SC for future investment decisions, such as new assets or facilities, were not mature. Business cases were not prepared, nor were annual operating costs, depreciation or return on capital outcomes considered as part of an investment strategy.

30 - While the number of components per asset and per asset class have standardised, useful lives and remaining useful lives will remain varied.

31 - With regards to componentisation and remaining useful lives (RUL's) the former councils at times had similar structures, but at times also very different practices. These different strategies are not necessarily an indication that one was better or worse than the other. These options often related to levels of detail and were all in line with Australian Accounting Standard 116 which deal with these specific considerations in appropriate detail.

32 - For the ten-year budget period, as per the LTFP, the written down asset value remains consistent. As the assets classes have now been standardised for the former two councils in all respects, (except for roads), depreciation should now also stabilise.

33 - Based on the current position and planned activity, all asset data will be maintained in the Tech One system assets module, in a standardised format by June 2020.

34 - Subject to the limitations of this review we have concluded that asset data has appropriately transferred from the former council's registers and that the SVC asset registers are complete.

Grant Funding Management

35 - The former Councils relied on grants and contributions for operations with Tumut SC receiving on average 25% of its operating revenue through grants and Tumbarumba SC on average 30%.

36 - For the period 2012 - 2016, Tumbarumba SC's percentage of combined capital grants had increased from ≈28% (\$2,480,000) to ≈86% (\$2,328,000), while Tumut's percentage decreased from ≈72% (\$6,351,000) to ≈14% (\$368,000). This is the result of a significant drop off in capital grants to the former Tumut Shire Council in 2015 and 2016.

37 - Snowy Valleys Council was the recipient of a merger implementation grant of \$5 million in the 2016/17 financial year. A \$10 million grant was also received for Stronger Communities with projects now being allocated but as yet mostly unspent.

38 - A centralised Grant Register is being developed and upgraded to manage grant funding and will be maintained from 2018/19.

39 - It appears that retaining a grants officer at the former Tumbarumba Shire Council made a significant difference to its ability to source external funding.

Validation of high level assessment by TCorp (regarding sustainability of each of the former Councils)

40 - Long term financial forecasts provided to TCorp had Tumbarumba SC moving into operating deficits not dissimilar to actual figures, while Tumut SC forecasts of larger operating deficits, did not eventuate.

41 - The actual outcomes for operating results post the TCorp review indicate that the forecasting outcomes for Tumbarumba SC were more accurate than for Tumut SC.

42 - This analysis confirms the conservative nature of the forecasting provided to the TCorp at the time of the review. There is no doubt that Tumut Shire Council was not well served by the conservative nature of their forecasts as they were relied on by TCorp to make its assessment of future sustainability.

43 - It is clear that the attention to providing quality data to the TCorp review by Tumbarumba Shire Council ensured that determinations made were based on accurate data.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:****CSP Outcome 2028**

Theme 4: Communication & Engagement

Delivery Outcomes

1.7 Manage Council's resources in a manner which is equitable and ensures organisational sustainability

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Provide residents of SVC with assurance that the merging of business systems is enabling optimal financial performance	There may be a perception that this was an unnecessary cost to Council
Environmental	N/A	N/A
Economic	Assurance has been provided that financial management systems and processes are sound and the forecast is positive	The cost of the review has been significant
Governance	The review was conducted to ensure due diligence around assessing how both previous financial systems and practices happened, how they now operate and to identify recommendations for improvement	N/A

Financial and Resources Implications

The review has been funded from the first round of New Council Implementation Fund.

Costs and Benefits:

Financial Costs	Financial Benefits	Benefits	Opportunities
Direct costs - \$94,545.68	Efficiencies will be gained through implementation of recommendations	Assurance can be provided to community regarding financial	Future projects to be funded from savings
No indirect costs	Ongoing financial benefit will be around ensuring that project planning is robust from the beginning	Significant organisational benefits realised through understanding previous, improved and ongoing practices	SVC has been able to strengthen our reputation through diligence

Policy, Legal and Statutory Implications:

There are no compliance issues identified for Snowy Valleys Council.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The review has been essential in enabling Council to identify and manage any risk in relation to the findings around the merged business systems. Completion of suggested improvements will continue to strengthen our financial performance and to mitigate business risk.

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The report will be released publicly and a media release prepared.

The Audit Risk and Improvement Committee will review the report and the suggested areas of improvement. These actions will be managed, monitored and reported through this committee.

Internal communication and consultation occurred with staff during the audit process

Attachments

- 1 Forensic Review Final Report (under separate cover) [⇒](#)

10. MANAGEMENT REPORTS**10.1 TUMUT YOUTH COUNCIL STRATEGIC PLAN ADOPTION**

REPORT AUTHOR: YOUTH DEVELOPMENT OFFICER
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

EXECUTIVE SUMMARY:

This report presents the Youth Council Strategic Plan of the Tumut Youth Council that was accepted by Tumut Youth Council February 06, 2019.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Note the report on Tumut Youth Council Strategic Plan Adoption**
- 2. Adopt the Tumut Youth Council Strategic Plan**

BACKGROUND:

The aim of the Tumut Youth Council Committee is to provide a forum for consultation between Council and the youth (12 -25 years) of the local area to achieve:

- Promotion of a positive profile of young people.
- Active involvement in increasing the level and variety of entertainment and recreation for young people.
- Provision of a forum where young people can express their views and those views will be heard and respected.
- Improved two-way communication between young people and the rest of the community.

The Tumut Youth Council meets on the first Wednesday of the month at 4:30pm in the Gundagai/Tumut Room at Council Offices.

Every alternate month the meetings are informal and are held in the Tumut Community Support Centre meeting room on 81 Capper Street starting at 4:00pm.

REPORT:

This report links to the Tumut Youth Council meeting held February 06, 2019 (submitted to Councils February meeting). The incorrect strategic plan was attached to the preceding report.

Summary content:

The aim of the committee is to provide a forum of consultation between Council, the community and the youth of the Tumut region.

The Tumut Youth Council strategic plan aims to achieve the following:

- Active involvement in increasing the level of youth participation in local entertainment and recreational based activities
- Promotion of a positive profile of young people in the community

- Provision of a forum where young people can express their views in a manner that they will be heard and respected
- Improved two-way communication lines between young people and the rest of the community
- Raise awareness of Tumut Youth Council and how to become involved
- Coordinate recruitment drives annually to target potential new members from the greater Tumut region area
- Respond to requests for advice on youth matters
- Coordinate fundraising for youth initiatives
- Actively engage in promotion of events, workshops and/or fundraisers that bring awareness and/or seek to address youth priority issues such as mental health and social/educational disengagement.
- Identify and target avenues to address youth priority issues.
- Discussion held around purpose and direction of Youth Council with all parties in agreement that the Youth Council needs to become more formal.

Strategic plan was moved/accepted by Tumut Youth Council.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 1: Towns and Villages

Delivery Outcomes

1.2 Provide accessible services and initiatives which support and contribute to wellbeing across all stages of life

Operational Actions

1.2.5 Review purpose and composition of Youth Councils by June 2019

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

Preparation for the Youth Council meeting involves staff time taken to prepare the agenda and report, conduct the meetings and write the minutes. This would be approximately 3-4 hours of staff time depending on the length of the meeting. These meetings are held every month.

Costs and Benefits:

The Tumut Youth Council provides a link for Council and youth in the local community and a platform for young people to raise matters that that Council may be able to assist with. It allows the two parties to work in partnership to develop and deliver a program of youth recognition activities and for Council to support youth cultural activities and projects.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

In the period since the last Tumut Youth Council meeting held 10 October 2018, no formal Tumut Youth Council community engagement or consultation has taken place.

Attachments

- 1 Tumut Youth Council Strategic Plan [↓](#)



Tumut Youth Council

Strategic Plan

2018-2022

Tumut Youth Council is proudly supported by Snowy Valleys Council

Tumut Youth Council Strategic Plan 2018-2022



Tumut Youth Council Summary

The Tumut Youth Council has been in existence since May 1998, actively providing a communication link between Council and youth across the region. Young people make up the membership of this committee with support from Council and adult community members. Young people take an active role in their position in the Youth Council and take ownership of youth initiatives and associated tasks. This document and the work involved in implementing it, is an example of the dedication of the Youth Council members to develop the Tumut region into a better place for our youth.

Membership is open to young people aged 12-25 years. The youth members take on the positions of chairperson, deputy chairperson, secretary, treasurer, publicity officer and committee members. Membership comprises of 10-15 young people (aged 12-25), SVC staff representative, one SVC Councillor and maximum of three adult community members.

The aim of the committee is to provide a forum of consultation between Council, the community and the youth of the Tumut region.

The Tumut Youth Council aim to achieve:

- Active involvement in increasing the level of youth participation in local entertainment and recreational based activities
- Promotion of a positive profile of young people in the community
- Provision of a forum where young people can express their views in a manner that they will be heard and respected
- Improved two-way communication lines between young people and the rest of the community
- Raise awareness of Tumut Youth Council and how to become involved - Maintaining membership numbers at or near 15
- Coordinate recruitment drives annually to target potential new members from the greater Tumut region area
- Respond to requests for advice on youth matters
- Coordinate fundraising for youth initiatives
- Actively engage in promotion of events, workshops and/or fundraisers that bring awareness and/or seek to address youth priority issues such as mental health and social/educational disengagement.
- Identify and target avenues to address youth priority issues.

Tumut Youth Council Strategic Plan 2018-2022



The framework of the Tumut Youth Council Strategic Plan 2018-2022 has been developed from the Snowy Valleys Council's *Community Strategic Plan 2028* and *2018-2019 Operational Plan*, to ensure it aligns with Council's overall strategic direction.

Tumut Youth Council plan to address the following Community Strategic Plan 2028 Strategic Themes:

S1 Towns and Villages

- 1.1 Create welcoming towns and villages that are vibrant, accessible and foster a sense of community*
- 1.2 Provide accessible services and initiatives which support and contribute to wellbeing across all stages of life*
- 1.3 Protect and preserve local history and heritage*
- 1.4 Expand, support and encourage arts and cultural events, activities and creative opportunities*
- 1.5 Support and promote community and tourism events and festivals*

Strategic themes will directly be addressed via addressing subsections of the Strategic Themes outlined in the 2018-2019 Operational Plan. The outline subsections below will be incorporated and addressed through the a Strategic Action Plan, which will be reviewed and re-developed every 12 months

2018-2019 Operational Plan:

- 1.1.5 Investigate opportunities for activating places for young people across the region*
- 1.1.6 Deliver a program of skill building workshops for local community and event organisers*
- 1.2.5 Review purpose and composition of Youth Councils*
- 1.2.6 Develop and implement youth capacity building program*
- 1.2.22 Investigate funding opportunities to support the expansion of youth related programs*
- 1.3.5 Support Indigenous cultural activities and projects*
- 1.4.3 Facilitate and deliver program of Council led creative and cultural activities and events*
- 1.5.6 Seek funding to expand the program of community events*



Tumut Youth Council Strategic Plan 2018-2022



Strategic Action Plan

This plan has been formed by the contributions and conversations of Tumut Youth Council members and representatives.

2018 – 2019 OPERATIONAL PLAN:	Project	Action
1.1.5 1.2.22 1.3.5 1.4.3 1.5.6 Youth activities and relevant funding opportunities	Develop on existing & past events/ initiatives/ festivals that include youth activities	<ul style="list-style-type: none"> • Analyse previous and upcoming youth activities, regarding, effectiveness including participation rates and cost effectiveness. • Forward plan EOFY calendar – mapping proposed fundraising activities & related expenditures • Ensure potential Indigenous cultural activities and projects are discussed/promoted through Tumut Youth Council
	Seek and apply for relevant funding opportunities	<ul style="list-style-type: none"> • As required apply for funding to assist the region's key festivals and/or expand the program of community events • Investigate and apply for any suitable funding opportunities to support the expansion of youth related programs
	Youth Week	<ul style="list-style-type: none"> • Form Youth Week committee • Investigate new events that can be incorporated into Youth Week • Deliver Youth Week Program
1.1.6 Identify priority youth needs areas and progress actions in conjunction with broader youth issues	Deliver a program of skill building workshops for local community	<ul style="list-style-type: none"> • Explore implementation of Common Connections funding • Relay with charity organisations and agencies including Tomorrow Man & Gotcha 4 Life around implementation of workshops targeting suicide prevention and changing the stigma of Mental health • Explore the opportunity to implement community driven, sustainable mentoring programs for young people that specifically address youth priority areas.
1.2.5 1.2.6 Youth Council review and development	Review purpose and composition of Youth Councils	<ul style="list-style-type: none"> • New branding of Tumut YC • Promote Tumut YC with new branding • Review current and plan future promotion of YC and youth activities through social media • Review of membership number trends, community engagement activities & expenditures • Restructuring of Tumut YC's purpose and direction •
	Raise awareness of Tumut Youth Council and how to become involved	<ul style="list-style-type: none"> • Promotion of Tumut YC and at local schools especially year 7-9 students • Provide schools/students information on how to join Tumut YC

**Tumut Youth Council
Strategic Plan 2018-2022**



		Engage with local SRC's Ensure all potential members understand the commitment requirements
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10. MANAGEMENT REPORTS**10.2 DRAFT TOURISM BRANDING STRATEGY & MARKETING PLANS**

REPORT AUTHOR: DIVISION MANAGER STRATEGY & PLACE
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

EXECUTIVE SUMMARY:

This is a report to Council on the Tourism Branding and Marketing Strategy developed by For the People. After extensive consultation, For the People have produced detailed documents outlining the way forward for destination marketing in the Snowy Valleys, delivering on the brief that asked them to create an over-arching brand for the region while ensuring that each individual community be allowed to shine.

RECOMMENDATION:**THAT COUNCIL:**

1. **Note the completion of the Branding Strategy & Marketing Project, which includes the following draft documents:**
 - a. **Snowy Valleys Research Summary**

This document lays out the process that was undertaken in developing the Snowy Valleys brand direction and marketing strategy, and the community feedback that help to shape that direction.
 - b. **Snowy Valleys Marketing Strategy**

This document discusses our target markets, and how we will reach them. Recommends brand and marketing activations, leveraging partnerships and key events.
 - c. **Snowy Valleys Destination Brand Strategy**

This document explains the positioning of the new Snowy Valleys destination brand. Discusses the brand ideas, principles, story, architecture – built upon further in the Brand Guidelines.
 - d. **Snowy Valleys Brand Guidelines**

This document explains the usage of the brand, the typography, the brand voice, colours, photography styles and examples of applications of the brand.
 - e. **Snowy Valleys Signage Strategy**

This document offers a strategic perspective on signage and a higher level approach to wayfinding in the region. It provides principles and a hierarchy to consider in creating a signage action plan for the future. It also provides a brief audit of current town entry and visitor signage in the region.
2. **Adopt the Snowy Valleys Marketing Strategy, Snowy Valleys Destination Brand Strategy, Snowy Valleys Brand Guidelines, and Snowy Valleys Signage Strategy.**
3. **Approve the implementation steps for the Branding and Marketing Strategy, to be funded through the New Council Implementation Fund (NCIF) round 2 allocation of \$100,000, as follows:**
 - a. **\$40,000 to develop and launch new tourism website**
 - b. **\$40,000 for production of a suite of photography, videography and a video advertisement to fit the tourism brand**

- c. **\$10,000 for start-up costs for new visitor merchandise for the Snowy Valleys**
- d. **\$10,000 for creation of new activity guides, maps and region visitor guide (to replace Tumut Region & Tumbarumba Region Visitor Guides). The new Snowy Valleys Visitor Guide is expected to be cost neutral – the sale of advertising in the guide to cover the cost of design and printing.**

BACKGROUND:

The Snowy Valleys Council Destination Management Plan (DMP) and Visitor Services Strategy (VSS) were adopted in July 2018. Collectively the DMP and VSS establish a clear direction for tourism development and Council's role in growing the visitor economy. Recommendations from the DMP & VSS included the creation of a single Snowy Valleys regional brand (encompassing the two former shires of Tumut & Tumbarumba, and replacing the previous tourism branding of Tumbarumba Region & Tumut Region).

A little over six months ago, Snowy Valleys Council appointed *For the People* to deliver Council's new Destination Branding Strategy and Marketing Plan, incorporating a high level direction for promoting the region.

After a comprehensive community, industry and stakeholder consultation process, the strategy delivered by *For the People* includes a destination brand for the whole region, encompassing sub-brands to recognise and represent the towns and villages of the Snowy Valleys, along with a marketing strategy, style guides and recommendations for Snowy Valleys Council to move forward in this process.

REPORT:

For the People have provided five strategic documents that outline the research they conducted in the Snowy Valleys over the past six months, the conclusions drawn from it and the strategic direction it provides us for our branding and marketing.

a. Snowy Valleys Research Summary

This document lays out the process that was undertaken in developing the Snowy Valleys brand direction and marketing strategy, and the community feedback that helped to shape that direction.

b. Snowy Valleys Marketing Strategy

This document discusses our target markets, and how we will reach them. It recommends brand and marketing activations, leveraging partnerships and key events. The Snowy Valleys Marketing Strategy recommends three key audiences:

- Soft adventurers
- Campers/roamers
- Foodies

This is not to say that the Snowy Valleys does not attract other types of visitors (e.g. grey nomads), but these three are the proposed main targets for marketing campaigns for the region, and the areas where there is good potential for growth in visitor attraction, length of visitor stay and dollar spend per visit. *For the People* lay out recommended brand and marketing activations to allow the Snowy Valleys to reach visitors/potential visitors at different stages in the travel purchase cycle. This report recommends adopting the following activations as next steps in this process:

- Developing new printed material featuring the new Snowy Valleys brand
 - This is to be actioned once the new Snowy Valleys website is rolled out (or in conjunction with the new web development, depending on available resources).

- The new Snowy Valleys Visitor Guide is the priority for printed material – it is expected to be cost neutral with the sale of advertising covering the cost of design and printing.
- Other printed materials (activity guides and maps) to be part of a staged implementation as current stocks (with old branding) diminish.
- Building a library of high quality video and photography for use on the new website, in social media, and in digital advertising
 - The audit of current stocks, with the intention of repurposing and rebranding, is well underway and expected to be completed soon.
 - It is suggested that large-scale production of new video footage and photography stills be put on hold until the region sees sufficient rainfall to present it at its best.
- Establish a digital presence of the new brand
 - Requests for expressions of interest to design a new tourism website were sent to key destination web designers in the second week of March 2019. The Snowy Valleys tourism team are working on producing new content for the website.
 - The social media strategy developed in 2018 is to be updated once the new Snowy Valleys brand is adopted.
 - Once the new Snowy Valleys brand is adopted, social media will be updated to reflect this (i.e. Tumut Region and Tumberumba Region pages will remain active at this stage, but reflect new branding. This is to be updated once the new tourism website is launched).
 - The new regional “What’s on Guide” is linked to the production and development of the new website.
 - Programs to work more closely with other regional councils are already underway, and Council’s tourism team are keen to build upon these.
- Develop merchandise starter pack
 - Featuring bags, stickers, magnets etc.
 - This is a key part of having the community embrace the brand.

It is important to note that it will be necessary to conduct a staged implementation of the above steps, given budgetary and resource constraints, and practical considerations (e.g. the new website needs to be launched before new printed materials are finalised, so that they can refer visitors to the new website for more information).

The following next steps recommended by For the People are not endorsed by this report at this time, due to the costs and resources involved:

- Launch brand to community
 - Launch party coinciding with existing festival
- Launch Council support to key community members
 - Website and printed collateral are not yet available.

The go-to-market strategy recommended by For the People suggests:

- Highlighting the region’s diversity
- Packaging what there is to do in the Snowy Valleys

- Guiding visitors through a range of activities in a diverse region (suggested itineraries)
- Celebrating and leveraging local pride
- Partnering with adjacent regions and tourism bodies, building on relationship already in place and establishing new partnerships
- Leveraging key events
- Providing a tiered system of support to locals driving visitation to the region.
 - This is a continuation and broadening of programs already in place.

This report recommends adopting the go-to-market strategy outlined.

c. Snowy Valleys Destination Brand Strategy

This document explains the positioning of the new Snowy Valleys destination brand. Discusses the brand ideas, principles, story, architecture – built upon further in the Brand Guidelines.

This report recommends adoption of the brand strategy: “Snowy Valleys: Always in Season”.

d. Snowy Valleys Brand Guidelines

This document explains the usage of the brand, the typography, the brand voice, colours, photography styles and examples of applications of the brand.

This report recommends adoption of the brand guidelines as laid out in the document.

e. Snowy Valleys Signage Strategy

This document offers a strategic perspective on signage and a higher level approach to wayfinding in the region. It provides principles and a hierarchy to consider in creating a signage action plan for the future. It also provides a brief audit of current town entry and visitor signage in the region.

This report recommends further deliberation regarding where and when it is appropriate to use the Snowy Valleys tourism branding (as opposed to the SVC brand) on signage, especially in relation to creation of Place-based Plans and community projects currently underway in the region before creating a signage action plan which would take into account the suggestions and considerations raised in this strategy document.

Planned next steps:

This will be a staged implementation, given budgetary and resource constraints, along with practical considerations. The new website is the top priority, as it needs to be launched before new printed materials are finalised, so that they can refer visitors to the new website for more information. The steps are outlined in the dot points below.

- Development and launch of new tourism website to replace:
 - www.visittumut.com.au
 - www.tumbarumbaregion.com.au
 - www.adelong.org.au
 - www.visittalbingo.com.au
 - www.visitbatlow.com.au
 - www.khancoban.com.au

It is envisaged that each town will have its own page on the new site, and that the above websites will redirect to the appropriate page on the new site. This is a key project outlined in the DMP & is listed as an OP action for 2018-19 financial year.

The current websites are tired and dated. They are not mobile-friendly, and don't allow for images to be properly showcased. They are not easy to navigate, and are not attractive. Although all created by the same company, some are much easier to update than others. Council will save approximately \$4,000/year in hosting costs by having one tourism website for the region, and the bigger site, with more content available, will make for better SEO.

The new tourism website will have the ability to host advertising, producing revenue that can assist in funding other destination marketing campaigns or ventures. Sufficient tourism staff efforts are required in order to produce the content required for the new website.

- Production of a suite of photography, videography and a video advertisement to fit the tourism brand. This includes a five day shoot in the region, including art direction. We intend to wait until there is sufficient rain (so that the countryside looks attractive) before we embark on this project.
- Design and production of visitor merchandise for the Snowy Valleys – this merchandise should pay for itself once established.
- Design and production of new activity guides, maps etc
- Design and production of new Snowy Valleys region visitor (to replace Tumut Region & Tumbarumba Region Visitor Guides). This should pay for itself through advertising revenue.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework: CSP Outcome 2028

Theme 2: Growth through Innovation

Delivery Outcomes

2.2 Encourage sustainable tourism initiatives which create employment and boost the local economy

Operational Actions

2.2.1 Implement priority actions from the Destination Management Plan

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	The new brand and toolkit can provide a unifying opportunity for the Snowy Valleys communities while supporting the way we tell the story of our region.	Some community members still feel that the Snowy Valleys brand will cause a loss of identity for their town. Once the brand is implemented and rolled out across multiple platforms, this concern should be alleviated.
Environmental	This strategy involves promoting nature-based experiences. Visitors enjoying, and therefore valuing, the environment can lead to increased concern for the protection of the natural environment and its care.	Increased use of National Parks and other natural attractions can damage ecosystems. Council needs to include education (such as "Leave no trace") in marketing efforts to mitigate the impact of increased visitor numbers.
Economic	Implementing a common brand allows us to reach into	Economic growth always needs to be monitored

	Positive	Negative
	wider markets and join up attractions across the region. This can support increased tourism activity while also supporting development of cross-regional business partnerships.	alongside potential impacts, such as environmental impacts or social impacts (such as pressures on rent or living costs). However, the changes introduced by this project are not expected to create big risks in this area.
Governance	The bringing together of marketing efforts under one overarching brand will avoid duplication of work.	There will be some risks to be managed around the transition to one brand and reduced digital platforms.

Financial and Resources Implications

The delivery of this suite of plans and strategies completes the consultants commission.

Going forward, the next steps in the roll out of the new tourism brand will be made possible by NCIF2 funding, with expected to be distributed as follows:

- \$40,000 to develop and launch new tourism website to replace:
 - www.visittumut.com.au
 - www.tumbarumbaregion.com.au
 - www.adelong.org.au
 - www.visitalbingo.com.au
 - www.visitbatlow.com.au
 - www.khancoban.com.au

It is envisaged that each town will have its own page on the new site, and that the above websites will redirect to the appropriate page on the new site. This is a key project outlined in the DMP & is listed as an OP action for 2018-19 financial year.

The current websites are tired and dated. They are not mobile-friendly, and don't allow for images to be properly showcased. They are not easy to navigate, and are not attractive. Although all created by the same company, some are much easier to update than others. Council will save approximately \$4,000/year in hosting costs by having one tourism website for the region, and the bigger site, with more content available, will make for better SEO.

The new tourism website will have the ability to host advertising, producing revenue that can assist in funding other destination marketing campaigns or ventures.

Sufficient tourism staff resources are required in order to produce the content required for the new website. This is going to take time and effort to craft, and we may need to direct a small amount of funds to external content creation. TBA

- \$40,000 for production of a suite of photography, videography and a video advertisement to fit the tourism brand. This includes a five day shoot in the region, including art direction by For the People. We intend to wait until there is sufficient rain (so that the countryside looks attractive) before we embark on this project.
- \$10,000 for start-up costs for new visitor merchandise for the Snowy Valleys – this merchandise should pay for itself once established.
- \$10,000 for creation of new activity guides, maps etc

- New Snowy Valleys region visitor guide to be created (to replace Tumut Region & Tumbarumba Region Visitor Guides) will pay for itself through advertising revenue.

Costs and Benefits:

Financial Costs	Financial Benefits	Benefits	Opportunities
List Direct Costs	Savings/Efficiencies	Community Benefits	Future projects to be funded from savings
List indirect costs		Organisational Benefits	Reputational improvements
Initial Costs	Ongoing Benefits	Other Non-financial benefits	Further enhancements

Costs:

- Financial costs outlined above, with next steps funded by NCIF2.
- The fear in some members of the community that their town will lose its identity. Once the brand is implemented and rolled out across multiple platforms, this concern should be alleviated as they see how the brand works with the town being the “hero” where appropriate.

Benefits:

- Efficiencies in marketing and promotional costs, in website production, updating and content management, in social media and digital marketing, in printing costs, in staffing costs.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

While extensive consultation was undertaken, and stakeholders had opportunities to provide feedback in a number of formats, some may not embrace the destination branding and marketing strategy laid out by For the People. Once the brand is rolled out (through the new website, social media, printed collateral, visitor merchandise etc.) and stakeholders see it in action, it is hoped that detractors will see the benefits of promoting the region in this way, and their concerns will be overcome.

Each town and village within the Snowy Valleys plays a fundamental role in telling the story of the region, and the brief laid out the importance of ensuring that each locale keep its own identity while being part of a broader region. In achieving this, there are times when the Snowy Valleys region will be promoted, and other times when the individual town is the ‘hero’. There is a risk that some members of the community will feel that their town hasn’t been sufficiently represented.

There is the risk that Council will demerge, and the two former shires decide that they don’t wish to collaborate to promote the region to visitors.

OPTIONS:

Council have the option of accepting the recommendations of this report, rejecting the recommendations outright, or accepting part of the report.

The intention is to keep moving with pace as there is building community anticipation for these products and we know it will provide significant benefit for businesses in leveraging our regional story. This needs to be considered in selection of the options.

If Council were to reject these recommendations outright, the time and money spent on the project would have been wasted, along with the quality material developed that reflects the Snowy Valleys

region. A stakeholder backlash is to be expected if, after this process that has involved intensive consultation, the strategies are not adopted. This would also cause significant delay to the production of new marketing materials such as visitor guides, maps, tourism website, along with the advertising of the region while a new direction was developed. If Council sought to engage an agency to develop a different strategy, funds would have to be redirected from other planned projects (such as development of the new tourism website) to cover these costs.

If Council were to only accept part of the recommendations there would also be delays and costs involved, depending on which sections were rejected. The adoption of the complete recommendations is the most cost-effective and efficient option.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Community engagement is outlined in the “SVC Research Summary” document.

In September 2018, Council staff created a Facebook group, jointly facilitated by For the People and Council tourism staff, for stakeholders and community members interested in the branding process. Tourism operators, community members and others were invited to join and give feedback. The group and its purpose were highlighted in tourism e-newsletters sent to operators throughout the region. The group currently has 120 members who have been invited to provide their input (both online and in person) through the process. In this forum, For the People have posted videos and conducted live chats to engage with those unable to make it to face-to-face sessions.

Also in September 2018, For the People held Community Engagement sessions in Tumut and Tumbarumba that were well attended and produced robust discussion. Attendees were asked to take part in activities and provide written responses to questions about the region and its attractions. These sessions were promoted via Facebook, print advertising, and email invitations were sent to tourism stakeholders. While visiting the region, For the People also met with key community and industry groups, along with business owners involved in the visitor economy, to understand their needs and concerns in promoting the region, individual towns and events to visitors.

This input helped to drive the two brand direction options displayed at the Brand Exhibitions held in December. Four sessions were held (in Adelong, Batlow, Tumbarumba and Tumut), as well as posted in the Facebook group with an explanatory video. Community members were invited to give feedback in person, in written format (via Postcards provided), via the Facebook page, and via a digital survey. The responses received helped to refine the final branding.

In early February, community members in the Facebook group asked for an update of the project. When advised that the branding and marketing project was being finalised to present to Council, some felt that there should be a third round of consultation before a recommended brand was adopted. It was explained that this would cause further delays and that Council needed to move forward with this project, or further tourism projects would also be delayed. This rationale was accepted by most stakeholders.

Attachments

- 1 Snowy Valleys Research Summary (under separate cover) ⇨
- 2 Snowy Valleys Marketing Strategy (under separate cover) ⇨
- 3 Snowy Valleys Destination Brand Strategy (under separate cover) ⇨
- 4 Snowy Valleys Brand Guidelines (under separate cover) ⇨
- 5 Snowy Valleys Signage Strategy (under separate cover) ⇨

10. MANAGEMENT REPORTS**10.3 SILAGE WRAP RECYCLING**

REPORT AUTHOR: WASTE MANAGEMENT & STRATEGY OFFICER
RESPONSIBLE DIRECTOR: DIRECTOR ASSETS AND INFRASTRUCTURE

EXECUTIVE SUMMARY:

The report presents options for introduction of a silage wrap recycling program. Under the proposal, Snowy Valleys Council transfer stations, located in Adelong, Batlow, Tumbarumba and Tumut, would receive the silage wrap from farmers and other customers for recycling.

Council officers have undertaken initial consultation with Valmar Services to ascertain what level of assistance can be given to facilitate the recycling of the silage wrap, including costs of the program.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receives the report for Silage Wrap Recycling from the Waste Management and Strategy Officer**
- 2. Approves the initiation of the silage wrap recycling project**
- 3. Authorises the General Manager to establish a variation to the current service agreement with Valmar Support Services and Tumut Shire Council**
- 4. Fund the program for the remainder of the 2018/19 financial year through transfer of available funds from the Waste Services Reserve as part of the third quarter budget review**

BACKGROUND:

Farmers around the district face continual issues with loads of silage wrap laying in piles on farms. This silage wrap presents an environmental problem in that most agricultural plastics are disposed of either through burning, burying or storing on farms. Disposing of plastics in this manner has environmental consequences, with burning releasing toxic and harmful greenhouse gasses into the atmosphere; burying plastics can contaminate water supplies and; on farm storage creating a significant choking hazard to wildlife and stock.

Concern was raised by a number of rural residents with regards to how to dispose of the silage wrap, particularly due to the significant volume being accumulated due to current dry conditions and need to import feed for stock.

REPORT:

Council Officers initiated discussions with Valmar Services of whom provide recycling services for Council under a Memorandum of Understanding. These discussions have centred on a proposed program of facilitating the collection of clean silage wrap from existing select transfer station, and transportation of the silage wrap to the Gilmore Waste Transfer Station where it will be bundled and forwarded to the soft plastics recyclables market for sale.

It is proposed to commence the program with drop-off locations of Adelong, Batlow, Tumbarumba and Gilmore, however on success of the program, can be further extended to Brungle, Khancoban and Talbingo.

Sale of the wrap would be subject to the profit share arrangement with Valmar. The estimated value of soft plastic sale is \$120 per tonne as at March 2019.

Initial investment of Council to facilitate the program will be limited to provision of collection bins at the nominated transfer stations. This cost is estimated at \$1,800 to provide bins at all locations.

Increase to ongoing costs will be mitigated with the transportation of the silage wrap being transported by Council's recycling trucks to the Gilmore Waste Transfer station where Valmar will undertake the bailing, storage and sale of the soft plastic. It is estimated the programs costs ongoing will be approximately \$800 per annum.

Should Council be of mind to approve the proposal, it is estimated the program can be available within a month for drop-offs of the silage wrap.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 3: Our Environment

Delivery Outcomes

3.3 We sustainably manage waste through a commitment to resource recovery and best practice waste management

Operational Actions

3.2.1 Develop waste and recycling education program

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Ensuring a new service for the community and helping local farmers to dispose of the silage wrap	Nil identified
Environmental	Ensuring appropriate waste management and resource recovery services are in place	Nil identified
Economic	Providing a free recycling service to all areas of the community at an appropriate operational cost	Minor investment and small recurrent cost required to facilitate the program
Governance	Council provides and regulates appropriate waste management systems in line with best practice management	Nil identified

Financial and Resources Implications

Initial Cost of \$1,800 to provide collection bins at the four nominated transfer station to receive drop-offs. The initial expenditure may be funded through the Waste Services Reserve, which at present maintains a balance of approximately \$1.3m.

Ongoing costs are estimated at approximately \$800 per annum to allow for collection and transport from the collection points to the Gilmore Waste Transfer Station.

Should Council be of mind to approve the proposal, future Council budgets will need to accommodate the additional expenditure

Costs and Benefits:

Environmental benefits of appropriately managing soft plastic was provides positive outcomes to regions local amenity. This initiative is considered to be one which promotes the region as one that is conscious of reducing agricultural waste and provides a clean and green image of our farming industry.

Recycling silage wrap not only helps farmers to reduce their agricultural waste but it also promotes the clean and green image of the farming industry in our local area.

It is estimated that the recycled soft plastic will yield \$120/tonne when sold at market. Under the profit share arrangement with Valmar, \$60 per tonne would be realised and is highly likely to provide subsidisation of the costs to facilitate the program.

Policy, Legal and Statutory Implications:

Council entered into a new Memorandum of Understanding with Valmar in 2019 to provide recycling services to the community. This memorandum of understanding has been considered during consultation with Valmar on the proposed project.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Identified Risk Matrix

Risk Theme	Commentary
Service Delivery	Minimal increase to service delivery is expected, as the planning of the program has involved consideration of transportation of recycling as a whole, and not in isolation to the silage wrap alone
Human Resources	Nil significant risk identified
Work Place Health and Safety	Nil significant risk identified
Financial	Minor risk identified with regard to participation in the program. Should the program yield low participation in recycling, the return from sale of the plastics may not cover costs of the program
Environmental	Nil significant risk identified
Stakeholders	Nil significant risk identified
Corporate Governance and Compliance	Council does need to seek permission from the Environmental Protection Authority for storage of soft plastics at Tumberumba Transfer Station
Reputation	Nil significant risk identified
Political	Nil significant risk identified
Projects	Nil significant risk identified

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Council Officers will initiate a media campaign to promote the recycling service through a mix of media releases, social media and update to website information.

The media campaign will center on encouragement of participation in the initiative, promoting the benefits to the environment and farmers and the point that the disposal of the silage wrap is recycling, and does not incur any gate fees.

Media campaign initiation will be undertaken prior to, and following the program initiation.

ATTACHMENTS

Nil

11. MINUTES OF COMMITTEE MEETINGS**11.1 MINUTES - ABORIGINAL LIAISON COMMITTEE - 20 FEBRUARY 2019**

REPORT AUTHOR: COORDINATOR COMMUNITY & CULTURAL DEVELOPMENT
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

EXECUTIVE SUMMARY:

To present the minutes of the Aboriginal Liaison Committee meeting held 20th February 2019.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the minutes - Aboriginal Liaison Committee meeting held 20th February 2019 from the Acting Director Strategy, Community & Development.**
2. **Note the minutes of the Aboriginal Liaison Committee meeting held 20th February 2019.**
3. **Notes the following recommendations of the Aboriginal Liaison Committee:**
 - a. **Support the application to establish an Interpretive Indigenous Cultural Walk along the Murrays Crossing Travelling Stock Reserve.**
 - b. **Support the application to utilise Pioneer Hall at Tumbarumba Showground to establish a Cultural Information Centre.**
 - c. **Provide a letter of support for the application of dual naming of Mount Kosciuszko to Kunama Namadgi.**
4. **Calls for a report providing further details from the General Manager on the implications of the recommendations in point 2 by May 2019.**

BACKGROUND:

The Aboriginal Liaison Committee's purpose is to provide a forum for discussion between Council and the Aboriginal Community on key issues. In July 2007 Council and the Aboriginal Community developed a Memorandum of Understanding (MoU). The MoU provides the agreed wording for the Council Acknowledgment of Country and also led to the development of the Aboriginal Cultural Protocols and Practices Policy (adopted in 2011).

The MOU between the Aboriginal Community and Snowy Valleys Council was adopted on 11th December 2018. The Snowy Valleys Council Aboriginal Cultural Protocols and Practices Policy was adopted on 11th December 2018.

The Aboriginal Liaison Committee has always met quarterly however at their first meeting for 2018 requested that meetings be held every two months.

REPORT:

The minutes of the November 2018 Aboriginal Liaison Committee meeting were endorsed as a true and accurate record at this meeting.

MOU between the Aboriginal Community and Snowy Valleys Council

The MOU between the Aboriginal Community and Snowy Valleys Council was finalised at the Aboriginal Council meeting held 21st November 2018 and endorsed by Council on 11th December 2018. The MOU was signed today by nominated delegates in Council and the Aboriginal Community.

Membership of Aboriginal Liaison Committee

Five applications for membership from representatives from the Toomaroombah Kunama Namadgi Indigenous Corporation were accepted by the Aboriginal Liaison Committee today and recommended to Council for endorsement.

5 Ways Proposal

A proposal to establish an Interpretive Indigenous Cultural Walk along the Murrays Crossing Travelling Stock Reserve was presented to the committee.

Toomaroombah Kunama Namadgi Indigenous Corporation would like to forward a proposal for Council's consideration. We propose that the above Reserve be developed as an interpretative Indigenous Cultural Walk. The walk would begin at the 5 Ways and traverse the Reserve ending at the Heritage Rail Trail, a distance of approximately 2km's return or 30 minutes each way. The walk due to the nature of terrain would be accessible to many in the community and has no geographical hazards.

Interpretative and interactive signage along with simple seating would encourage the walker to slow down and immerse in the surrounding landscape. The signage would tell the story and explain the significance of the site and the knowledge and message stick tree.

Cultural Information Centre Proposal

A proposal to establish a "Cultural Information Centre" in Pioneer Hall at Tumbarumba Showground was presented to the committee.

To develop a meeting place that provides cultural knowledge to the local Indigenous people and the broader community.

- To develop a showcase of local Indigenous Culture.
- A place to gather for meetings and to hold workshops.
- A community resource hub.
- A commercial outlet for local Indigenous artists.
- A major tourism benefit for the area.

Dual Naming of Mount Kosciuszko

A proposal to apply to the Geographical Naming Board for the dual naming of Mount Kosciuszko to Kunama Namadgi was presented to the committee.

Toomaroombah Kunama Namadgi Indigenous Corporation ICN 8520 is submitting an application to the Geographical Naming Board for the dual naming of Mount Kosciuszko. The traditional Ngarigo Indigenous name for this mountain is Kunama Naamdgi (Snow Mountain). Toomaroombah Kunama Namadgi Indigenous Corporation are seeking a letter of support from Council for this application.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Towns and Villages

Delivery Outcomes

1.3 Protect and preserve local history and heritage

Operational Actions

1.3.2 Review Memorandum of Understanding with the Aboriginal community by September 2018

1.3.3 Work with the Aboriginal communities to develop an Acknowledgement of Country for SVC by December 2018

SUSTAINABILITY ASSESSMENT:**Financial and Resources Implications**

Preparation for the Aboriginal Liaison Committee meeting involves staff time taken to prepare the agenda and report, conduct the meetings and write the minutes. This would be approximately 3-4 hours of staff time depending on the length of the meeting. These meetings are held every 2 months.

The Aboriginal Cultural Protocols and Practices Policy provides the option of a payment up to the amount of \$100 to Elders who deliver a Welcome to Country at significant Council events.

Costs and Benefits:

The Aboriginal Liaison Committee provides a link for Council and the Aboriginal Community and also a platform for the Aboriginal Community to raise matters that concern them that Council may be able to assist with. It allows the two parties to work in partnership to develop and deliver a program of Aboriginal Cultural recognition activities and for Council to support Indigenous cultural activities and projects.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

It is important that Council considers the risks and implications of committees to ensure that balanced and objective decisions are made with full knowledge of costs and resources.

OPTIONS:

Council receive the report and adopt the minutes of the Aboriginal Liaison Committee minutes without change.

Council receive the report and nominate changes to the minutes of the Aboriginal Liaison Committee minutes and consult with the Aboriginal Liaison Committee on those amendments.

Council receive the report and not adopt the minutes of the Aboriginal Liaison Committee minutes and consult with the Aboriginal Liaison Committee as to the reasons.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

No community engagement and communication has occurred since the meeting held on 21st November 2018.

Attachments

1 Minutes - Aboriginal Liaison Committee - February 2019 [↓](#)

**MINUTES
ABORIGINAL LIAISON COMMITTEE**

WEDNESDAY, 20 FEBRUARY, 2019

MEETING COMMENCEMENT: 10.00am

PRESENT:

Participants:	Present:	Apology:	Absent:
Clr G Pritchard (Council Delegate)	X		
Community Dev. Team Rep. (Delegate)	X		
Sue Bulger – Elder (Chairperson)	X		
Shirley Marlowe – Community Transport (Deputy Chairperson)	X		
Margaret Berg – Elder			X
Coral Bulger – AECG	X		
Winnie Bulger – Tumut High School		X	
Meegan Cameron	X		
Lenard Connolly – Community Health			X
Pat Connolly – Elder			X
Mary Greenhalgh – Brungle/Tumut LALC	X		
Sonia Piper – Elder			X
Stan Russell – Coo-ee Cottage			X
Cathy Williams – Community Rep.			X
Mary Williams – Community Rep.			X
Public – Rhonda Casey	X		
Public – John Casey	X		
Public – Lorna Casey	X		
Public – Sandra Casey	X		
Public – Mark Small	X		
Public – Bernadette Radford	X		

Council staff in attendance were Trudy Crawford.

APOLOGIES:

AL01. RESOLVED that the apologies from Winnie Bulger be received.

Mary Greenhalgh / Sue Bulger

Sue Bulger provided Welcome to Country.

CONFIRMATION OF MINUTES:

AL02. RESOLVED that the minutes of the **Aboriginal Liaison Committee** held on **21-November-2018** be accepted as read.

Mary Greenhalgh / Sue Bulger

BUSINESS ARISING FROM MINUTES:

- Council is to resubmit for Elsa Dixon funding when it reopens. There will be new guidelines and a greater amount of funding available. Council has been advised to monitor the website for when the funding round opens up.
https://www.training.nsw.gov.au/programs_services/funded_other/acp/edaep.html

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MAYOR

**MINUTES
ABORIGINAL LIAISON COMMITTEE**

WEDNESDAY, 20 FEBRUARY, 2019

- No information has been provided back regarding the two trees in the Cooe Cottage carpark that are lifting up the roadway. To be followed up with Andrew Burke.
- The installation of a school bus stop on the corner of Adam and Bray Street Brungle is to be referred to the traffic committee.
- The pedestrian crossing installation in the main street of Tumbarumba and the removal of stoppers in front of where cars park in the main street of Tumbarumba are to be referred to the Traffic Committee.

RECOMMENDATION

That Council consider a heavy vehicle detour taking heavy vehicles out of the main street of Tumbarumba.

Mary Greenhalgh / John Casey

- Infrastructure Words Department have advised that the need for mowing at Brungle cemetery is regularly monitored.
- Advice has been received that more information needs to be provided to Council regarding the seating. Sue Bulger confirmed that new seats need to be installed in the cemetery. These seats were to be made with the timber that was to be provided through funding that Kayne Webber was seeking. Unfortunately this funding fell through.
- The new seating has been installed at the playground.
- All flags need replacing in Brungle. The pole in front of the Hall appears to be damaged.

DECLARATION OF INTEREST AND REPORTABLE POLITICAL DONATIONS:

Nil

COMMITTEE REPORTS:

Aboriginal Liaison Committee - February 2019 (.)

MOU between the Aboriginal Community and Snowy Valleys Council

The MOU between the Aboriginal Community and Snowy Valleys Council was finalised at the Aboriginal Council meeting held 21st November 2018 and endorsed by Council in 11th December 2018. The MOU was signed today by nominated delegates in Council and the Aboriginal Community.

Application for membership of Aboriginal Liaison Committee

There have been five applications for membership of the Aboriginal Liaison Committee.

RECOMMENDATION

That Council endorse the membership of **Bernadette Radford, Rhonda Casey, John Casey, Lorna Casey, and Sandra Casey** to the **Aboriginal Liaison Committee of Snowy Valleys Council**.

Shirley Marlowe / Meegan Cameron

**MINUTES
ABORIGINAL LIAISON COMMITTEE****WEDNESDAY, 20 FEBRUARY, 2019****GENERAL BUSINESS:**

- Clr Pritchard raised the location of meetings and should they be shared between Tumut and Tumbarumba. Decision made to hold next meeting at Tumut and to discuss further.
- Clr Pritchard believes Bila Park requires information signage. One to be located at the Merivale Street entrance and one to be located at the Wynyard Street entrance.
- Sue Bulger requested that the Mosaic be cleaned and a coat of Wet and Set be applied to reseal it.
- Clr Pritchard raised the utilisation of the Boys Club Hall for a PCYC or a youth drop in centre.
- Sue Bulger advised that the PCYC have been in the past and run programs and are returning again to run another program.
- Sue Bulger advised that Clontarf foundation is currently being established at Tumut High School which will engage youth that were previously not engaged.
- The skatepark at Tumbarumba needs a shade sail or a shelter.
- Rhonda Casey advised that Cooma has "The Hub" where young people can hang out. Wagga runs a similar program out of the Ashmont Centre. Tumbarumba Community Church have an outreach program on Friday nights.
- Rhonda Casey presented the "5 Ways Proposal" (attached) which is to establish an Interpretive Indigenous Cultural Walk along the Murrays Crossing Travelling Stock Reserve.

RECOMMENDATION**That Council support the application to establish an Interpretive Indigenous Cultural Walk along the Murrays Crossing Travelling Stock Reserve.**

Rhonda Casey / John Casey

- Rhonda Casey presented the "Cultural Information Centre Proposal" (attached) which is to utilise Pioneer Hall at Tumbarumba Showground to establish a Cultural Information Centre.

RECOMMENDATION**That Council support the application to utilise Pioneer Hall at Tumbarumba Showground to establish a Cultural Information Centre.**

Rhonda Casey / John Casey

- Rhonda Casey presented the "Dual Naming of Mount Kosciuszko Proposal" (attached) which is to apply to the Geographical Naming Board for the dual naming of Mount Kosciuszko to Kunama Namadgi.

RECOMMENDATION**That Council provide a letter of support for the application of dual naming of Mount Kosciuszko to Kunama Namadgi.**

Rhonda Casey / John Casey

NEXT MEETINGThe next meeting will be held on 17th April 2019, 10am, Tumut.**CLOSED:**

The meeting closed at 11.00am.

PAGE 3**MAYOR**

**MINUTES
ABORIGINAL LIAISON COMMITTEE**

WEDNESDAY, 20 FEBRUARY, 2019

ATTACHMENTS:

- 5 Ways Proposal
- Cultural Information Centre Proposal
- Dual Naming of Mount Kosciuszko Proposal

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MAYOR

**MINUTES
ABORIGINAL LIAISON COMMITTEE**

WEDNESDAY, 20 FEBRUARY, 2019

5 Ways Proposal

Location

Murrays Crossing Travelling Stock Reserve, cnr. Murrays Crossing Road and Ramsay Road, Tumberumba

Managed by Upper Murray Local Land Services

History

Indigenous

The 5 Ways is an area of significant Indigenous culture. It is the intersection of 5 major Songlines. These Indigenous pathways cross countries and were used for trade, travel and social interaction. As such there are numerous Coolamon and Nulla Nulla scar trees within the current reserve. Bush tucker was gathered in this area, supporting the Corroboree grounds that were located next to the wetlands that were used as a gathering and resting place. Sadly, the Knowledge and Message Stick Tree that was located at the intersection of the pathways has been destroyed. The tree was used to pass messages on between bordering Nations.

Colonial

The area was named after a goldminer called Murray. Prospectors used to follow this pathway from Albury through to the Kiandra Goldfield.

Currently

Although managed there are emerging issues with the reserve. Numerous tracks have assisted the dispersal of weeds. Patches of Blackberry and Thistle are evident though-out the area. Compaction and ground exposure from vehicles has reduced the area of wetland and restricted native plant growth.

Proposal

Toomaroombah Kunama Namadgi Indigenous Corporation would like to forward a proposal for Council's consideration. We propose that the above Reserve be developed as an interpretative Indigenous Cultural Walk. The walk would begin at the 5 Ways and traverse the Reserve ending at the Heritage Rail Trail, a distance of approximately 2km's return or 30 minutes each way. The walk due to the nature of terrain would be accessible to many in the community and has no geographical hazards.

Interpretative and interactive signage along with simple seating would encourage the walker to slow down and immerse in the surrounding landscape. The signage would tell the story and explain the significance of the site and the knowledge and message stick tree.

Benefits for the Community

Preservation and sharing of local Indigenous culture and history.

**MINUTES
ABORIGINAL LIAISON COMMITTEE**

WEDNESDAY, 20 FEBRUARY, 2019

An educational interactive walk for all.

Development of a low-cost tourism attraction, with a significant flow on benefit to the community. Indigenous tourism is on the increase across Australia.

The Walk would become an extension of the proposed Heritage Rail Trail, inviting the public to experience an accessible and informative introduction to local Indigenous knowledge.

A free family orientated facility for the community.

The Walk would develop a working collaboration between the local Indigenous Ngarigo people and Snowy Valley Council.

Toomaroombah Kunama Namadgi Indigenous Corporation would be very happy to discuss this proposal in detail if required.

Thank you for your time

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MAYOR

**MINUTES
ABORIGINAL LIAISON COMMITTEE**

WEDNESDAY, 20 FEBRUARY, 2019

Cultural Information Centre

Location

Pioneer Hall at Tumbarumba Showground, Batlow Road Tumbarumba

Owned by Snowy Valley Council

Introduction

Toomaroombah Kunama Namadgi Indigenous Corporation are based in Ngarigo country in Tumbarumba NSW.

The Corporation has been operational for approx. 3years. We have a current membership of 80 members with a large proportion of our mob residing on country. The Community Church Hall is no longer able to cater for our growing mob and we are currently using the RSL Memorial Hall for our meetings. We are seeking to secure a space that we may be able to develop as a permanent meeting place.

AIM

To develop a meeting place that provides cultural knowledge to the local Indigenous people and the broader community.

To develop a showcase of local Indigenous Culture.

A place to gather for meetings and to hold workshops.

A community resource hub.

A commercial outlet for local Indigenous artists.

A major tourism benefit for the area.

The Pioneer Hall has the ability to more than adequately supply Toomaroombah Kunama Namadgi Indigenous Corporation with a solid foundation on which to preserve and share culture and our country.

We propose that the current Kiosk/storage area of the Pioneer Hall area be considered for the development of a Cultural Information Centre. Our Corporation is not for profit and is self-funding with no other form of financial support.

We feel the Pioneer Hall to be perfectly located with main road frontage, parking and toilet facilities already provided. The Show ground setting is perfect for outdoor activities i.e.; workshops and gatherings.

The location would facilitate a public face for Indigenous people and promote interaction within the community.

**MINUTES
ABORIGINAL LIAISON COMMITTEE**

WEDNESDAY, 20 FEBRUARY, 2019

We believe that by developing a Cultural Information Centre, a recognisable presence within the Snowy Valley area, would be a significant and highly achievable advancement in the progress of awareness, recognition and therefore preservation of Ngarigo culture.

Toomaroombah Kunama Namadgi Indigenous Corporation would be very happy to discuss this development in detail should Council wish to explore this proposal.

Thank you for your time.

TKNIC Chairperson

Rhonda Casey

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MAYOR

**MINUTES
ABORIGINAL LIAISON COMMITTEE**

WEDNESDAY, 20 FEBRUARY, 2019



**114 King Street
Tumbarumba
NSW 2653**

**TOOMAROOMBAA KUNAMA
NAMADGI INDIGENOUS
CORPORATION ICN 8520**



Email:tknic8520@gmail.com

20th February, 2019

Dual naming of Mount Kosciuszko

Toomaroomba Kunama Namadgi Indigenous Corporation ICN 8520 is submitting an application to the Geographical Naming Board for the dual naming of Mount Kosciuszko. We are requesting a letter of support from your Council for this application.

The traditional Ngarigo Indigenous name for this mountain is Kunama Namadgi (snow mountain).

Our Ngarigo dreaming story is that Baba-yin (our father) Biamee sat on this peak and sent the rivers out and across the nation. Biamee has two wives Tar-gan-gil (Mount Townsend) and Kurnai (Ramshead). Biamee returns every year to the Kosciuszko summit when the snow is on the mountain and if you go there during this time you will lose your fingers and toes. It is only when the wildflowers appear that it is respectful to visit this spiritual mountain.

11. MINUTES OF COMMITTEE MEETINGS**11.2 MINUTES - TUMBARUMBA YOUTH COUNCIL COMMITTEE - 26 FEBRUARY 2019**

REPORT AUTHOR: YOUTH DEVELOPMENT OFFICER
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

EXECUTIVE SUMMARY:

To present the minutes of the Tumbarumba Youth Council Committee meeting held Tuesday 26 February 2019

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Minutes – Tumbarumba Youth Council Committee – 26 February 2019 from Acting Director Strategy, Community & Development.**
2. **Note the Minutes of the Tumbarumba Youth Council Committee meeting held on Tuesday 26 February 2019.**

BACKGROUND:

The aim of the Tumbarumba Youth Council Committee (YC) is to provide a forum for consultation between Council and the youth (12 -24 years) of the local area to achieve:

- Promotion of a positive profile of young people
- Active involvement in increasing the level and variety of entertainment and recreation for young people
- Provision of a forum where young people can express their views and those views will be heard and respected
- Improved two-way communication between young people and the rest of the community

REPORT:

The Minutes of the informal Youth Council meeting held on 29 November 2018 were received as a true and accurate record by Imogen Radford and Amoss Jeffress.

Summary Content:**A. Agenda item 1 – Recruitment of New Members**

At the YC meeting held 31st October the decision was made to change locations of Tumbarumba Youth Council Meetings to Tumbarumba High School. At this meeting it was determined that a plan around recruitment of new members would be developed at the first meeting.

Discussion was held around how to recruit, and how potential members could be made aware of the Youth Council and their role. Members discussed utilising Facebook including Tumbarumba High Schools page to increase exposure and providing an easier platform to member forms. Members felt a physical presence is also required where questions can be answered face to face. A decision was made to seek permission from Tumbarumba High to run a BBQ during the next informal meeting (corresponds with School lunch) to raise awareness and interest.

B. Agenda item 2 – Terms of Reference (TOR)

Changes to the Youth Council TOR were made at the Tumbarumba Youth Council meeting held 11th October 2018. These changes were accepted at the Tumut Youth Council meeting held 6th February 2019.

TOR now state “Tumut formal meetings will be held bi-monthly and occur on the first week of the month. Tumbarumba formal meetings will be held bi-monthly and occur on the fourth week of the month”.

Council adopted amended Youth Council TOR at the Council meeting held February 21 2019.

C. Agenda item 3 – Tumbarumba Youth Council Election

As both Youth Councils in the Snowy Valleys Council region share a TOR, there has been a concerted effort to ensure both Youth Councils operate in the same manner.

In reviewing the history of the Youth Councils it was evident that both hold Executive Committee elections at different times during the year. Tumut YC holds elections at the end of the financial year so the treasurer role aligns with a full financial year.

Discussion held around moving Tumbarumba elections to the end of the financial year as it would:

- simplify both treasury roles if both share the same term, as both YC's draw from a singular budget
- provide time for new members to understand the YC executive roles and determine if the wish to nominate for a role.

A motion was moved that both Tumut and Tumbarumba Youth Council elections take place at the end of the financial year. Elections will take place at the formal meeting scheduled for June 25th 2019.

D. Agenda item 4 – Youth Week

In developing the Youth Week program across SVC, emphasis is put on ensuring youth have a voice in the activities included in the program. YDO Mark advised that Batlow Interact and Tumut Youth Council have provided input and both committees are looking to host a movie night.

A movie night in Tumbarumba was raised as a possible option hosted by “Movie's by Moonlight”. Concerns relating to the quality of equipment, weather and potential for attendees to be bothered by mosquitos and bugs were tabled. Tumbarumba YC were informed that the equipment is from a reputable company whose core business is running outdoor movie nights, that the RSL hall could be booked as a wet weather option, and by April the mosquito's should not be as prevalent. Nest was raised as a potential host of a movie, however concern was raised of minimal seating (maximum of 30) and that last holidays only 2 people attended the youth movie night.

YC members raised that a movie night may not be the option to proceed with.

Several attempts to draw out potential ideas occurred however an event was not determined. Youth Development Officer Mark reminded the Youth Council that it is their role to consult and be a voice for the local youth to ensure their views are embedded in all relevant decision making. During meetings Youth Council should be discussing views of local youth that can assist in creating effective/engaging youth programs and also raising the views relating to youth priority issues and intern discussing and making any required recommendations to council.

Tumbarumba YC agreed to support Tumut Colour Explosion Fun Run, actively trying to get as many members to run as possible.

Tumbarumba Youth Council made the decision that they would not host any activities/events during Youth Week in Tumbarumba. Whilst the YC made this decision, it must be remembered that the YC is currently in rebuilding stages and this was the first formal meeting conducted at Tumut High School. With guidance the Youth Council will continue to develop.

Current Council Youth week program in Tumbarumba to include:

- Skateboarding/scootering sessions with Shredability Skate School, run by former World Cup and Australian Champion Renton Millar.
- Cycle Tumbarumba to host a mountain bike day
- Tumbarumba YC to support Tumut Colour Explosion Fun Run

E. Agenda item 5 – Youth Council Logo

Discussion took place around the potential to create a new Tumbarumba YC logo or alternatively amending the current logo to remove the term “shire”. Upon reviewing the current Tumbarumba YC logo, members voted to redesign the logo. Logo design to be tabled at next meeting to determine if a logo design competition will take place.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 1: Towns and Villages

Delivery Outcomes

1.4 Expand, support and encourage arts and cultural events, activities and creative opportunities

Operational Actions

1.4.3 Facilitate and deliver program of Council led creative and cultural activities and events

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

Preparation for the Youth Council meeting involves staff time taken to prepare the agenda and report, conduct the meetings and write the minutes. This would be approximately 3-4 hours of staff time depending on the length of the meeting. These meetings are held every month.

Costs and Benefits:

The Tumbarumba Youth Council provides a link between Council and youth in the local community and also a platform for young people to raise matters that concern them that Council may be able to assist with. It allows the two parties to work in partnership to develop and deliver a program of youth recognition activities and for Council to support youth cultural activities and projects.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

In the period since the last Tumbarumba Youth Council meeting held 31 October 2018, no formal Youth Council community engagement or consultation has taken place.

Attachments

- 1 Minutes - Tumbarumba Youth Council Committee meeting - 26 February 2019 [↓](#)

MINUTES

Page 1 of 3

THE MINUTES OF THE TUMBARUMBA YOUTH COUNCIL MEETING HELD AT TUMBARUMBA HIGH SCHOOL, TUMBARUMBA ON TUESDAY 26th FEBRUARY 2019.

PRESENT: Imogen Radford, Amoss Jeffress, Charlotte Newell, Paige Harvey, Siena De Bow, Brendon shove.

APOLOGIES: Jaymeii Metcalf-Salter, Amy Eggleton

IN ATTENDANCE: Mark Mazzini (Council)

01 RESOLVED:

"That the Minutes of the informal Youth Council meeting held on 29 November 2018 be received as a true and accurate record."

Moved: Imogen Radford / Amoss Jeffress

BUSINESS ARISING:**A. Recruitment of New Members**

- Discussion held around how to increase understanding of Tumbarumba Youth Council within in Tumbarumba High School
- New member forms to be posted on the Tumbarumba Youth Council Facebook closed group in order for members to be able to distribute easier.
- Imogen to request Tumbarumba High share YC information on the high school Facebook page
- Potential to run a recruitment campaign – free sausage sizzle at the next informal meeting

B. Terms of Reference

- Tumut Youth Council accepted changes to amend the Youth Council TOR to remove meeting location, day and time. TOR states "Tumut formal meetings will be held bi-monthly and occur on the first week of the month. Tumbarumba formal meetings will be held bi-monthly and occur on the fourth week of the month".
- Council accepted changes to the Youth Council TOR at the Council meeting held Thursday 21 February.

C. Tumbarumba Youth Council Election

- Mark raised that Tumut YC hold elections at the end of the financial year as the treasurer role aligns with a full financial year.
- Mark raised that aligning Tumbarumba elections may simplify both treasury roles as both YC's draw from a singular budget
- Discussion held around changing elections to mid-year will also provide time for new members to understand the YC executive roles and determine if the wish to nominate for a role.

02 RESOLVED:

"That Youth Council elections take place at the end of the financial year. Elections to take place on June 25th 2019.

Moved: Amoss Jeffress / Charlotte Newell

Minutes of the Meeting of the Tumbarumba Youth Council Committee held at the Tumbarumba High School, Tumbarumba on Tuesday 16 February 2019

MINUTES**Page 2 of 3****D. Youth Week**

- Current Youth week program to include Skateboarding/scootering sessions with Shredability Skate School, run by former World Cup and Australian Champion Renton Millar.
- Mark requested YC provide input into Youth week program and YC hosted activities that could be a part of Youth Week.
- A movie night was raised as a possible option. Mark raised that he had been in discussions with "Movie by Moonlight" who would be willing to come to Tumbarumba and host an outdoor movie night.
- Amoss raised concerns relating to quality of equipment, weather and potential for attendees to be bothered by mosquitos and bugs.
- Mark informed that the equipment is from a reputable company that's core business is running outdoor movie nights in the Riverina, that the RSL hall could be booked as a wet weather option and by April the mosquito's should not be as prevalent.
- Nest was raised as a potential host of a movie, however concern was raised of minimal seating (maximum of 30) and that last holidays only 2 people attended the youth movie night.
- YC members raised that a movie night may not be the option to proceed with.
- Mark raised that one role of Youth Council is to consult and be a voice for the local youth to ensure their views are embedded in all relevant decision making. During meetings Youth Council should be discussing views of local youth that can assist in creating effective/engaging youth programs and also raising the views relating to youth priority issues and intern discussing and making any required recommendations to council.
- Mark asked what each YC member and their friends liked to do on weekends and holidays to establish some ideas for youth week activities.
- Mark informed the YC that he has had interim discussions for Cycle Tumbarumba to host a mountain bike day during Youth Week.
- No other suggestions were tabled by Youth Council members.
- Mark raised that if the YC wished not to host an event or contribute to the development of the Youth Week program, that Tumbarumba may not have as many activities as previous years as none were being hosted by the Tumbarumba Youth Council.
- Imogen raised Tumut YC were hosting a Colour run and a bus could be arranged to take participants from Tumbarumba.
- Mark informed he could arrange this if enough there were numbers for a bus. Imogen will gain interest of Tumbarumba YC and provide number of willing participants.
- Mark informed that Tumbarumba Youth Council could be actively involved in the day by running a colour station. Gundagai Youth Council are supporting the event in attendance and making a financial donation to Gothcha4life.
- It was felt that they would not run a colour station.
- All agreed that the best way for Tumbarumba YC to support will be through actively trying to get as many members to run as possible.

E. Tumbarumba Logo

- Discussion took place around the potential to create a new Tumbarumba YC logo or alternatively amending the current logo to remove the term "shire"
- Brendon raised he felt amending it would be the best direction to take
- Discussion held around the process Tumut YC took to change their logo
- Upon reviewing the current Tumbarumba YC logo, members voted to redesign the logo.
- Logo design to be tabled at next meeting.

Minutes of the Meeting of the Tumbarumba Youth Council Committee held at the Tumbarumba High School, Tumbarumba on Tuesday 16 February 2019

MINUTES

Page 3 of 3

03 RESOLVED:

“That the Tumbarumba Youth Council logo be redesigned and no longer include the term shire”

Moved:

Imogen Radford / Amoss Jeffress

REPORTS:

Nil

CORRESPONDENCE:

Nil

GENERAL BUSINESS:

Nil

Next meeting will be held on Tuesday 23 April, 11:20am at Tumbarumba High School

Meeting closed at 11:50am.

Minutes of the Meeting of the Tumbarumba Youth Council Committee held at the Tumbarumba High School, Tumbarumba on Tuesday 16 February 2019

11. MINUTES OF COMMITTEE MEETINGS**11.3 MINUTES - TUMUT RAILWAY PRECINCT COMMITTEE - 5 FEBRUARY 2019**

REPORT AUTHOR: COORDINATOR OPEN SPACE & FACILITIES
RESPONSIBLE DIRECTOR: DIRECTOR ASSETS AND INFRASTRUCTURE

RECOMMENDATION:**THAT COUNCIL:**

- 1. Accept the report on the Tumut Railway Committee Meeting held 5 February, 2019 from the Director Assets and Infrastructure.**

BACKGROUND:

The Snowy Valley Council Tumut Railway Precinct Committee meet once every four months to discuss matters relating to the Tumut Railway Precinct in Tumut. The Committee discuss and voted on matters that apply to the Tumut Railway Precinct in Tumut.

The Purpose of the Committee is to:

- provide appropriate advice and recommendations on matters relevant to the Tumut Railway Precinct.
- Provide a forum for discussion of The Tumut Railway Precinct issues.
- To advise Council on the level of service preferred regarding matters regarding to the Tumut Railway Precinct.
- To promote the Tumut Railway Precinct in the Snowy Valleys Council.

REPORT:

The Committee did not have a Quorum but the following matters were discussed

1. The Committee wanted an update on the proposed signage.

The committee requested an update on the proposed No PARKING OVERNIGHT signs. This was provided with an undertaking to issue a work order for the signage to be erected through Council process. The approx. cost for these works will be around \$500.

2. The Committee wanted to know when the leak in the potters shed would be fixed.

The Committee requested an update on when the leak in the roof of the potters shed would be fixed. Council communicated that quotes are still being sourced. No fixed price has yet been given but Snowy Valleys Council anticipates this to be around \$5,000. This price is unlikely however, and is more likely to only require minor repair.

3. The Committee wants council to find a budget and funds to remove the sleepers and fix the garden edges.

The Committee requests Council to source a budget and fund to have the sleepers removed and the garden edging fixed. This will be considered as part of the 2019/2020 budget process.

There is a possibility that volunteers might want to remove the sleepers themselves but if this does not eventuate the cost for Snowy Valleys Council to remove these old sleepers and fix the garden edging would be approximately \$3,000.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework: CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.1 Partner with local communities to create an ongoing culture of engagement to aid Council decision making

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

The current financial status of the maintenance of the Railway Precinct is as follows:

	Budget 18/19	Actual 18/19	Percentage Expend
Railway Precinct	\$4,200	\$2,684.71	64%

Whilst the cost of No Parking Signage can be accommodated in the current budget, the cost of addressing the leaking roof of the potters shed will be costly and may require budget adjustment to facilitate, once a price can be ascertained.

Costs and Benefits:

Matters raised are operational in nature and are undertaken to meet service expectations. Prioritisation of projects during the budget process will deliberate the benefits of proposed works in 2019/20 regarding the garden beds.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Council Officers have reviewed the risk of the potters shed roof as a low risk, however does affect the level of service. Quotations are currently being sought to address the issue.

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Discussions with the potters club will be undertaken when scheduling of the roof repair is arranged.

Attachments

- 1 Minutes - Tumut Railway Committee Meeting held 5 February 2019 [↓](#)

**MINUTES
TUMUT RAILWAY PRECINCT COMMITTEE**

TUESDAY, 05 FEBRUARY, 2019

MEETING COMMENCEMENT: 5:35pm

PRESENT:

Participants:	Present:	Apology:	Absent:
Clr Geoff Pritchard – (Delegate)		x	
Coordinator Parks & Facilities Officer - Andrew Burke (Delegate)	x		
Phil Bennetts	x		
Tumut Potters Inc. – Col Locke		x	
Community Garden Group - John Lyell	x		
Kevin Swann	x		

Non Quorum for this meeting. A quorum of the Committee will be half of the appointed voting members present plus one (a simple majority)

GENERAL BUSINESS:

1/ Council to raise a WO to put signs up at both entrances to the railway precinct.

2/ Council to have the leak in the roof quoted to be fixed on the potters shed.

3/ Council to budget for the sleeper to be removed and garden edges to be fixed.

NEXT MEETING

The next meeting will be held on the 2 April 2019.

CLOSED:

The meeting closed at 6pm.

11. MINUTES OF COMMITTEE MEETINGS**11.4 TUMBARUMBA HISTORICAL SOCIETY - COMMITTEE MEMBERS NOMINATION FORMS****REPORT AUTHOR:** GOVERNANCE & COMPLIANCE OFFICER**RESPONSIBLE DIRECTOR:** DIRECTOR INTERNAL SERVICES**RECOMMENDATION:****THAT COUNCIL:**

1. **Accept the report on Tumbarumba Historical Society – Committee Members Nomination Forms wfrom Director Internal Services.**
2. **Approve the nominations from Robert William Gay, Catherine Frew, Grace McEachern, Grant Harris, Peter Marshall, Ron Frew, Roslyn Gay and Terry MacGregor to the Tumbarumba Historical Society committee:**

BACKGROUND:

The Historical Society committees purpose is to preserve Tumbarumba and surrounding district's history and undertake the management and running of the Tumbarumba Museum and archives.

The Tumbarumba Historical Society collects, displays and preserves artefacts, records and photographs relevant to the origins and development of Tumbarumba district, its people and their activities.

This committee and its volunteers support many projects including: Street Signage and history walks signs, Signs for historic buildings and sites, Police Paddock - Trackers and History, Railway (Rail trail) History, Town Goldfields Park sign and walk, archival storage of information at the Tumbarumba library and providing assistance to family and local historians.

The Historical Society also has a subcommittee called the Rail Trail Advisory Group to provide input to the Tumbarumba/Rosewood rail trail historical displays.

REPORT:

All nominations for Section 355 Committees are formally submitted in writing to Council for appointment on the *Application to be a member of the committee form*.

Whilst no particular qualifications are necessary, a commitment to the activities of the Committee, and a willingness to be actively involved in Committee issues, is essential.

Each decision of the committee is made with a formal vote. To enable this to happen the committee members require to be appointed by Council as voting members.

The following applications have been received from interested community members for nomination to the Tumbarumba Historical Society:

- Robert Gay
Applicant Qualifications: BSc (For.)
Reason for Membership: Interest in local community and history. Supports the aims and activities of the Tumbarumba Historical Society.
- Catherine Frew
Applicant Qualifications: BA, Dip ED, Dip Librarianship

Reason for Membership: Interest in local community and history. Supports the aims and activities of the Tumbarumba Historical Society.

- Grace McEachern
Applicant Qualifications: Retired teacher Librarian
Reason for Membership: Interest in local community and history. Supports the aims and activities of the Tumbarumba Historical Society.
- Grant Harris
Reason for Membership: Interest in local community and history. Supports the aims and activities of the Tumbarumba Historical Society.
- Peter Marshall
Reason for Membership: Interest in local community and history. Supports the aims and activities of the Tumbarumba Historical Society.
- Ron Frew
Applicant Qualifications: BSc(Hons) Dip Ed
Reason for Membership: Interest in local community and history. Supports the aims and activities of the Tumbarumba Historical Society.
- Roslyn Gay
Applicant Qualifications: BSc(Dip Ed)
Reason for Membership: Interest in local community and history. Supports the aims and activities of the Tumbarumba Historical Society
- Terry MacGregor
Applicant Qualifications: JP, Game management 2012, Cert IV Government (Investigations) 2015, Advanced Remote Area First Aid (2105), HP RM8 TRIM Records Management.
Reason for Membership: Interest in local community and history. Supports the aims and activities of the Tumbarumba Historical Society

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.5 Council demonstrates strong leadership through a governance framework which drives progress towards achieving the community vision

Operational Actions

4.5.9 Provide support to volunteer groups and section 355 committees

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Nil

Costs and Benefits:

Nil

ATTACHMENTS

Nil

11. MINUTES OF COMMITTEE MEETINGS**11.5 MINUTES - BATLOW DEVELOPMENT LEAGUE - 6 FEBRUARY 2019, INCLUDING DRAFT TERMS OF REFERENCE****REPORT AUTHOR:** GOVERNANCE & COMPLIANCE OFFICER**RESPONSIBLE DIRECTOR:** DIRECTOR INTERNAL SERVICES**RECOMMENDATION:****THAT COUNCIL:**

1. **Receive the report on Minutes - Batlow Development League – 6 February 2019, from Director Internal Services.**
2. **Note the Minutes of the Batlow Development League meeting held on 6 February 2019**

BACKGROUND:

The Batlow Development League (BDL) committee was established with the objective of providing civic leadership to the Batlow community and to stimulate the ongoing economic, social and cultural prosperity of the community of Batlow.

The Batlow Apple Blossom Festival committee and the Batlow Ciderfest committees are sub-committees of the BDL.

REPORT:

At the February monthly meeting of the BDL the following items of business were discussed:

- Minutes of the BDL meeting held 5 December 2018 were accepted as read
- Treasurer's report was tabled and please refer to copy attached.
- Correspondence received – Snowy Valleys Council Business Paper and letter
- Business arising:

Central Business District Masterplan – Snowy Valleys Council to engage a planner to draw plans before consultation with interested parties.

Cannery site – Under Expression of Interest for development by interested parties.

40 kph zone – Will be addressed in Central Business District Masterplan

Dr J McGirr – To be sent an invitation to attend the March meeting.

- General Business:

New Batlow Library – Meeting discussed this matter in committee. A motion was passed for a submission to be sent to Council outlining a "Wish list" of ideas to be taken into consideration when planning of the new Library begins.

Hides Park Sound Shell – Several options are still being considered. The committee feels the design should be kept simple and cost effective and perhaps can be built from materials from the old cannery.

Library Institute Fee Structure – A draft copy of fees were discussed and will be forwarded to council.

Draft Terms of Reference – The new draft terms of reference containing changes to media and confidentiality was tabled and accepted.

Next meeting of the BDL Wednesday 6 March 2019.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework: CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.5 Council demonstrates strong leadership through a governance framework which drives progress towards achieving the community vision

Operational Actions

4.5.9 Provide support to volunteer groups and section 355 committees

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Nil

Costs and Benefits:

Provides ongoing Economic, Community, Social and Cultural prosperity to Batlow and its environs.

Policy, Legal and Statutory Implications:

Local Government Act, 1993.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes - BDL - 6 Feb 2019 [↓](#)
- 2 Financial report - BDL - 6th February 2019 [↓](#)

BATLOW DEVELOPMENT LEAGUE
GENERAL MEETING 6th February 2019
MEETING COMMENCED: 7.00 pm



PRESENT: R Billing, D Killeen, R Sweeney, D Wiltshire, A Dickinson, T McDonald, C Smit (SVC representative), C Agate, T Billing, M Sedgwick

APOLOGIES: K McLaren, K Dawson, C Dawson, H Tietze.

MINUTES:

It was **RESOLVED** that the Minutes of the **Batlow Development League (BDL)** meeting held on 5th December 2018 be accepted as read.

Moved: D Wiltshire/Seconded R Sweeney/Passed

TREASURER'S REPORT:

It was **RESOLVED** that the Treasurer's Report of the **BDL** accounts to 5th December 2018 be accepted as tabled.

Moved C Agate/Seconded T McDonald/Passed

CORRESPONDENCE:

- SVC Meeting Business Papers October 2018
- Letter SVC

BUSINESS ARISING

CBD Masterplan

SVC to employ a planner to draw up plans and then will consult with all interested parties.

Cannery Site

Under EOI for development by interested parties.

40 kph zone

This will be addressed in CBD masterplan.

Dr J McGirr to be sent an invitation to March meeting. D Sheldon (independent) would also like to attend a meeting.

GENERAL BUSINESS

New Batlow Library

Motion:

That the meeting goes into committee for discussion.

Moved R Sweeney/seconded D Wiltshire/Passed

Motion:

That the meeting goes out of committee.

Moved M Sedgwick/seconded D Wiltshire/Passed

Motion:

A submission to be written to SVC outlining a “Wish List” of ideas to be taken into consideration when planning of the new Library begins.

Moved M Sedgwick/seconded D Wiltshire/Passed

Hides Park Sound Shell

Committee has gone no further at the moment. Several options are still being considered but we must be careful not to compete with the Literary Institute. The design must be kept simple and cost effective and have good acoustics. More investigations need to be carried out. Perhaps the shell can be built with materials from the old cannery.

Recommendation:

SVC to be approached to take BDL Committee on tour of Cannery site to see what materials may be suitable for sound shell frame.

Moved D Wiltshire/seconded T Billing/Passed

Literary Institute Fee Structure

A draft copy of fees was discussed and will be forwarded to Council.

Recommendation:

The draft copy of fees to be forwarded to SVC for comment.

Moved M Sedgwick/seconded D Killeen/Passed

Draft Terms of Reference

The new Draft Terms of Reference containing changes to media and confidentiality was tabled and accepted.

Recommendation: The new draft terms of reference containing changes be accepted.

Moved D Killeen/seconded T McDonald/Passed

All other items on the agenda were held over until next meeting.

Meeting Closed at 9.00 pm.

Next Meeting Wednesday March 6th 2019, at 7 pm in Batlow RSL Club

BATLOW DEVELOPMENT LEAGUE
MONTHLY FINANCIAL REPORT
5th February 2018

Apple Blossom Festival:	Opening Balance	\$ 20,620.31
	Income	\$ 1,340.00
	Expenditure	\$ 1,632.00
	Balance As At 31/01/19	\$ 20,328.31
CiderFest:	Opening Balance	\$ 33,865.26
	Income	\$ 3,283.07
	Expenditure	\$ 4,710.78
	Balance As At 31/01/19	\$ 32,437.55
CiderFest Fixed Deposit		\$ 25,000.00
Literary Group:	Opening Balance	\$ 2,179.84
	Income	\$ Nil
	Expenditure	\$ Nil
	Balance As At 31/01/19	\$ 2,179.84
Development League Main Account:	Opening Balance	\$ 4,381.63
	Income	\$ 2.44
	Expenditure	\$ 714.45
	Balance As At 31/01/19	\$ 2,769.62

Prepared by Col Agate – Treasurer Batlow Development League 2019.

11. MINUTES OF COMMITTEE MEETINGS**11.6 MINUTES - CIDERFEST COMMITTEE MEETING - 4 FEBRUARY 2019**

REPORT AUTHOR: COORDINATOR COMMUNITY & CULTURAL DEVELOPMENT
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

EXECUTIVE SUMMARY:

To present the minutes of the CiderFest Committee General Meeting held on the 4th of February 2019.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Minutes - CiderFest Committee Meeting held on the 4 February 2019 from the Acting Director Strategy, Community & Development.**
2. **Note the Minutes of the Ciderfest Committee meeting held on 4 February 2019.**

BACKGROUND:

The Batlow CiderFest committee meets regularly at the Batlow RSL Club to continue planning of the 2019 event being held on Saturday the 18th of May. The committee submitted their full special events application in January 2019 and has been assisted by Council staff in this process.

The Committee has benefitted from a Destination NSW Flagship Fund in 2018. This has allowed them to increase their marketing reach and promotion including helping establish a new website that is about to be launched by the committee. The festival is looking into hiring an events coordinator to ensure that the event can grow into the future.

In previous years a cider grower's conference has been held in Batlow the day before CiderFest has taken place. This was coordinated by the local Department of Primary Industries branch member Kevin Dodds and the CiderFest committee. This year an MOU has been signed between CiderFest and Cider Australia for the conference to be held elsewhere in Australia and managed by Cider Australia.

A 'Back to Nature' conference and workshops coordinated by committee member Harald Tietze will take place on the 17th of May in Batlow with guest speakers included in the minutes.

REPORT:

The February 4th CiderFest meeting discussed various topics including:

- Launch of a new website with content being coordinated by committee member Kemble Walker
- Ticketing sales, utilising a new system through Ticketebo for online sales and gate ticketing scanners
- CiderFest Volunteer coordination
- MOU with Cider Australia
- Back to Nature' conference and workshops
- Entertainment from the stage coordinator

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:****CSP Outcome 2028**

Theme 1: Towns and Villages

Delivery Outcomes

1.5 Support and promote community and tourism events and festivals

Operational Actions

1.5.2 Provide event support to community and tourism events

SUSTAINABILITY ASSESSMENT:**Financial and Resources Implications**

Note: The CiderFest financial statement is attached to the minutes of the Batlow Development League's meeting held on the 5th of February. CiderFest is a sub-committee of the BDL.

Council provides sponsorship to this event in monetary and in-kind support. A sponsorship request was granted following a letter to Council's Community and Cultural Development team for assistance in 2019. This contribution is allocated from Council's events budget and is there to assist the committee to continue to provide one of the region's largest events that attracts thousands of visitors to the region each year.

The in-kind value of the sponsorship includes works staff and events officer assistance in setting up the festival site and providing administration assistance.

Council's Events Officer provides support through liaising with works and other relevant staff regarding any road closures and other services such as rubbish removal and park maintenance required for the festival events. Assistance in design of stallholder forms, event application and equipment loans from the Community and Cultural Development team's inventory.

The implications of Council's contribution includes time in lieu for the Events Officer on the morning of the event, time of works crew and other relevant Council staff in performing relevant checks on amusement rides, devices and food stalls throughout the event.

Costs and Benefits:

Costs include the above mentioned resource implications and sponsorship commitments.

Benefits of the festival include but are not limited to: socialisation, community engagement opportunities, boost to the local economy, supporting local businesses, increasing a range of destination events in the region, continuing a festival tradition, bringing community groups together and encouraging residents and committees in volunteering.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

It is important that Council considers the recommendations from committees to ensure that balanced and objective decisions are made with full knowledge of costs and resources.

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The CiderFest committee meets to develop action plans for specific areas of the festival including children's and musical entertainment, sponsorship, food and general stallholder bookings. The group engages and manages local volunteer groups to assist on the day with general tasks.

Attachments

- 1 CiderFest - Minutes - February 2019 [↓](#)

Batlow CiderFest General Meeting

Monday 4 February 2019

7.00 pm Batlow RSL Club

Present: Keith McLaren, Kevin Dodds, Ray Billing, Kevin Dodds, Kemble Walker, Ralph Wilson, Richard Breward, Harald Tietze, Evan Saunders, Joachim Herrmann.

Apologies: Tina Billing, Col Agate, Tom Annetts, Kylie Boxsell, Sari Komlos, Margaret Wilkinson.

Minutes of Previous Meeting

Motion: Minutes of the meeting held on 21 January 2019 were accepted as accurate.

Moved: R Wilson | Seconded: H Tietze | Carried

Early Reports

1. Joachim Herrmann - outlined his interest in the event and how he will present at the Back to Nature Conference.
2. Evan Saunders
 - a. Road Closure application is with the Roads and Traffic Committee (electronically).
 - b. Stall Holder forms complete – separate CF and council forms needed
 - c. Volunteers – Induction on line is all that is required this year. He will enquire about a sign on sheet for simple tasks.

Business Arising

1. Ticket sales – choice to use Ticketebo or use a plugin on website.

Motion: Batlow CiderFest use Ticketebo for ticket sales in 2019.

Moved: R Wilson | Seconded: K McLaren
Carried unanimously

2. Website almost ready to launch – need to finalise copy and gain approval.
3. CBA cannot get ATM machines, looking into EFPOS machines.
4. Staffing at gates – will need to use 8 to 12 smartphones with capable people to scan. K Walker to back-up, K Dodds – second back-up.
5. Volunteer co-ordinator still needed.
6. Website capable of selling merchandise, local products, etc. online. K Walker to manage online store.

PORTFOLIO REPORTS

Treasurer

- Current sponsorship list read
- Current Account Balance read
- Current Term Deposit \$25,000.00

Motion: That the Treasurer's Report be accepted.

Moved: K McLaren | Seconded: H Tietze
Carried unanimously

GENERAL BUSINESS

- K Dodds confirmed the needed reference to DPI on the MOU with Cider Australia. Ray to continue with processing the MOU.
- H Tietze – Details of ‘Back to Nature’ conference and workshops.

Friday 17 May 9.00am Registration
 Joachim Herrmann – Building Biologist
 Ralph Wilson – Hand crafted apple cider
 Morning tea
 11.10am
 Tim McNally – Ferments
 Harald Tietze – Seeing the Invisible
 11.50am – Yummy Pro-biotic Lunch
 12.50am
 Workshops
 14.40pm - Afternoon herbal tea
 Harald Tietze – Herbal Medicine
 16.00pm – Finish

Sunday 19 May Afternoon
 Nature can teach you.

- R Wilson – Craft cider

Friday 17 May 2.00 – 5.30pm
 K Dodds and R Wilson to organise
 Talks with audience and Q & A
 About 4 craft cider makers – Taste and Learn

- Entertainment – R Breward
 EOI for entertainment now open
 Looking for new acts
 Discussing with E Saunders
 K McLaren nominated \$10K in entertainment budget

Motion : “No Brakes” band be asked to perform with a fee of \$1000

Moved: R Breward | Seconded: R Wilson | Carried

- Destination NSW – R Billing
 Cider Industry objective to be removed from the marketing objectives.
 R Billing and K McLaren to work out replacement objective.

Meeting Closed 9.30pm

Next Meeting Monday 25 February 2019

11. MINUTES OF COMMITTEE MEETINGS**11.7 MINUTES - FESTIVAL OF THE FALLING LEAF COMMITTEE - 13 FEBRUARY 2019**

REPORT AUTHOR: COORDINATOR COMMUNITY & CULTURAL DEVELOPMENT
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

EXECUTIVE SUMMARY:

To present the minutes of the Festival of the Falling Leaf Committee General meeting held on the 13th of February 2019.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Note the minutes of the Festival of the Falling Leaf Committee held on the 13th February 2019.**
- 2. Approve the new committee membership application for Tracy Martin.**

BACKGROUND:

The Festival of the Falling Leaf committee held their latest meeting on the 13th of February at the Tumut Community Support Centre meeting room. The event in 2018 included a street parade, gala day at Bila Park and a fireworks display at the Tumut Bull Paddock. The committee, in their November 2018 meeting decided to only push ahead with the Festival parade and the Fireworks component.

Tumut Lions Club have made the decision to hold their markets at the Tumut Railway Precinct on Saturday the 27th of April. The Festival Committee has forwarded on request from stall holders to the Lion Club markets organisers.

The committee has gained a new member to the Committee Tracy Martin for the planning of the 2019 festival which is scheduled to be held on Saturday the 27th of April.

REPORT:

The February meeting discussed various topics including:

- The Lions Club involvement by running their markets in conjunction with the Festival of the Falling Leaf
- Fireworks at the Bull Paddock and invitation to local sports groups and clubs to hold a BBQ or other hot food and soft drinks stall along the park at the top of the Bull Paddock
- Entertainment in form of buskers preceding the parade along Wynyard Street
- Correspondence regarding quotes for a new PA system that can be utilised for future street parades and other Wynyard Street based community events
- Fundraising initiative organised by the committee members
- Media and website updates
- Event application to Council liaising with Events Officer regarding road closures, risk assessment and other necessary documentation.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:****CSP Outcome 2028**

Theme 1: Towns and Villages

Delivery Outcomes

1.5 Support and promote community and tourism events and festivals

Operational Actions

1.5.2 Provide event support to community and tourism events

SUSTAINABILITY ASSESSMENT:**Financial and Resources Implications**

The Festival of the Falling Leaf is celebrated annually in the last weekend of April. The committee secretary records the minutes at meetings and forwards them to Council community and cultural development staff members following the meetings.

Council's Events Officer provides support through liaising with works and other relevant staff regarding any road closures and other services such as rubbish removal and park maintenance required for the festival events. Liaising with Council customer service regarding facility bookings, assistance in design and printing of promotional material, event application, stall holder applications printing of promotional material, equipment loans from the Community and Cultural Development team's storage rooms.

Costs and Benefits:

Benefits of the festival include but are not limited to: socialisation, community engagement opportunities, boost to the local economy, supporting local businesses, increasing a range of free community activities, continuing a local festival tradition, bringing community groups together and encouraging residents and committees in volunteering.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The Festival of the Falling Leaf committee meets to develop action plans for specific areas of the festival including children's entertainment, sponsorship, food and general stallholder bookings, parade coordination, gala day entertainment, fireworks arrangements and liaising with local schools regarding student participation.

Attachments

- 1 Minutes - Festival of the Falling Leaf Committee - 13 February 2019 [↓](#)
- 2 Financials - Festival of the Falling Leaf - as at 30 June 2018 [↓](#)
- 3 Financials - Festival of the Falling Leaf - as at February 2019 [↓](#)

**Tumut's Festival of the Falling Leaf
General Meeting
Wednesday 13th February 2019**

Meeting Commencement: 5.30pm

Present: Rod Blundell, Sam Phillips, Amanda Withers, Andrianna Benjamin, Julie Camilleri, Tracy Martin

Council Representative: Evan Saunders

Apologies: Lyndal Cass, Holly Anderson, Amanda Hobson, Peter Jones, Tracey Jones, Narissa Watts and Alicia Welsh

Received and accepted.

Minutes to previous meeting: with Amendment raised by Sam that she was not involved in festival funding for the FOFL fireworks

Approved – Sam Phillips, 2nd – Amanda Withers

Declaration of Pecuniary Interest: NIL

General Business:

New Committee Member

- Tracey Martin has joins the FOFL committee and has been welcomed by all committee members in attendance.

Lion's Club Involvement

- Lion's Club Markets – The original date for the markets at the Railway precinct coincided with the Easter Bazaar, therefore Lions Club proposed to change their date to same day at Festival of the Falling Leaf.
- Normal market hours are typically 9am - 2pm, but the Lion's Club will advise stallholders that they have the option to stay open later until 4pm to run in conjunction with the festival.

Bull Paddock Festivities

- Fireworks @7.30pm
- Stalls
 - Expressions of Interest and participants would run it themselves and get public liability
 - Sporting clubs
 - Coffee van
 - Rotary BBQ – Food handling form – Evan/Tracey M
 - Expressions of Interest

Buskers/Sale Day for Local Businesses

- Sam offered to help Holly with buskers if needed.
- Ethan and Tracey M suggested buskers could do a couple hours before and a couple hours after the parade.
- A stilt walker be included on the day
- A Sale Day with the local businesses – Rod to speak with Lorraine Wysman at Chamber of Commerce.

Fundraising/Raffle

- Amanda W organised raffle books that are ready for distribution and for volunteers to start selling.
- Prizes include family portrait, load of wood and accommodation
- Coles and House2Home dates booked for volunteers to sell tickets are confirmed as follows:
 - Coles – Wednesday 27th February
 - Thursday 28th February
 - Friday 8th March
 - Wednesday 11th March
 - House2Home – Friday 22nd March
- Julie to send out bulk email with dates for all to help and contact Amanda W with their availability times.
- One raffle book was given to Andrianna to sell with another to be supplied to Julie to sell at PRD.

Sponsorship

- First Super was under impression festival was not on. Following up.
- Lyndal advised via email that Coles has not paid.
- Also, McDonald's had not paid either.

Street PA System

- Andrianna mentioned that a grant for the possible funding of a street PA system was in the pipeline, with 2 quotes gathered – one for a Wynyard St PA system only and another for it to be supplied on both Wynyard and Russell St's.
- A rough estimate of \$140k suggested a lot of speakers were included in quote. Suggestions put forth to possibly downsize the quote with the number of speakers and its specifications detailed to suit street needs across the board of events.

Media/Website Updates

- Andrianna to continue to edit and update the current website, with Holly to start afresh for 2020.
- Julie addressed that the Tumut Region Facebook page did not feature the festival in their list of event. Sam said she will follow up and advise them.
- Andrianna to mention the raffle on her Friday's radio segment.

Festival Email

- Sam needs access to the Festival's main email, as someone is forwarding emails received on to her and need to find out who it is.
- Sam advised that a Navy email was forwarded on to her.
- Julie to email Jackie Sheriff to ask whom it was handed over to.

Traffic Plan

- Rod advised that he will follow up on a traffic plan for the parade only.

6.17pm – Both Amanda W and Andrianna excuse themselves from the meeting.

Final Recap

- Sam suggested creating one Facebook event for the festival occurring from 9am to 8pm, with a timeline.
- Rod to contact cafes, clubs and pubs re: events they may have already organised in conjunction with festival day. Which one's can stay open later?
- Tracey M suggested the possibility of fire breathers and that she will follow up on this. Evan suggested before the fireworks possibly.
- Evan to follow up with council application with Peter.
- Julie to send a bulk email out with Online Volunteer Inductions information for all committee member's Volunteer cards to be current and up-to-date, and for members to help sell raffle tickets.
- Suggestion that we need a new formal events policy procedure for sponsorship, e.g letter.
- Come up with any merchandise ideas?

Correspondence: Bank Statements and Katopra's raffle books printing invoice.

Next Meeting: *To be held in roughly 3 weeks' time. Refer email from Rod seeking preferences between 11th – 16th March.*

There being no further business to discuss, the meeting closed at 6.50pm

Next Meeting later confirmed for:

Monday 11th March 2019
HACC Room – Cnr Wynyard and Capper Sts
6.30pm

Assets and Liabilities Statement

Festival of the Falling Leaf As at 30 June 2018

	NOTES	30 JUN 2018	30 JUN 2017
Assets			
Current Assets			
Cash & Cash Equivalents			
Cash at Bank - Westpac 261 470		18,047	20,345
Total Cash & Cash Equivalents		18,047	20,345
GST Receivable		1,765	-
Total Current Assets		19,812	20,345
Total Assets		19,812	20,345
Net Assets		19,812	20,345
Committee Funds			
Capital Reserve			
Current Year Earnings		(533)	-
Retained Earnings		20,345	20,345
Total Capital Reserve		19,812	20,345
Total Committee Funds		19,812	20,345

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.



Westpac Community Solutions One

Statement Period
31 January 2019 - 28 February 2019

Account Name
FESTIVAL OF THE FALLING LEAF
STREET EVENT

Opening Balance	+ \$16,622.19
Total Credits	+ \$1.27
Total Debits	- \$115.70
Closing Balance	+ \$16,507.76

Tax File Number/Australian Business Number Information: Tax File Numbers or Australian Business Numbers are not held and Pay As You Go withholding tax may be deducted from interest.

TRANSACTIONS

Please check all entries on this statement and promptly inform Westpac of any possible error or unauthorised transaction

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
31/01/19	STATEMENT OPENING BALANCE			16,622.19
25/02/19	Withdrawal Online 1384511 Pymt Wilkie Wat	15.70		16,606.49
25/02/19	Withdrawal Online 1389133 Pymt Katopra De Inv-22651	100.00		16,506.49
28/02/19	Interest Paid		1.27	16,507.76
28/02/19	CLOSING BALANCE			16,507.76

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Westpac Community Solutions One

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11. MINUTES OF COMMITTEE MEETINGS**11.8 MINUTES - GLENROY HERITAGE RESERVE COMMITTEE - 2 FEBRUARY 2019 GENERAL AND 7 MARCH EXTRAORDINARY MEETING PLUS COMMITTEE MEMBER NOMINATIONS.**

REPORT AUTHOR: GOVERNANCE & COMPLIANCE OFFICER
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

RECOMMENDATION:**THAT COUNCIL:**

1. Receive the report on the Minutes - Glenroy Heritage Reserve Committee – 2 February and 7 March 2019 from Director Internal Services.
2. Note the Minutes of the Glenroy Heritage Committee and Extraordinary meeting held 2 February and 7 March 2019.
3. Endorse the committee's choice to use Ben Blencowe Constructions as the builder of the Button Hut at the Glenroy Recreation Reserve.
3. Make the progress payments to the builder to be reimbursed by the committee for GST purposes.
4. Approve the nominations from Brenda Wiggett, Yvonne Albert, Kathy Lyons, Colleen McAuliffe, Neil Christie, Anne Thoroughgood to the Glenroy Heritage Reserve Committee.

BACKGROUND:

The Glenroy Heritage Reserve Management Committee is a Section 355 Committee formed for the purpose of caring for, controlling and managing the Glenroy Heritage Reserve.

This committee also controls the letting of the facility, the cleaning of the facility, the daily operations of the museum and purchasing of furniture and fittings for the museum.

The Glenroy Heritage Reserve Management committee also manages the Pioneer Women's Hut museum functions through a subcommittee called the Pioneer Women's Hut committee. This subcommittee report directly to the Glenroy Heritage Reserve Management committee.

REPORT:

At the 2 February 2019 meeting of the Glenroy Heritage Reserve Committee the following items were discussed:

- Minutes of 3 November 2018 meeting were read and confirmed.
- Business arising from the minutes of 3 November 2018, was for committee members to notify the President prior to the purchasing of items.
- Correspondence in/out: Letter from Snowy Valleys Council notifying of elected member delegates; and an email from Council regarding Terms of Reference progress.
- Treasurer's report: Refer copy attached to this report.
- Subcommittee reports:

Pioneer Women's Hut - topics included – Articles returned to Dandenong exhibition; Midwives of Tumbarumba agreement with Penelope Greenhalgh; Offer of a layette; receipt of a hairpin crochet tool; Museums & Galleries doing project on significant items; Dolls clothes display; Computer/printer; Upper Murray radio advertisement; donation to Tumbarumba High School; New brochure; and Button Hut funding and shelves. Full report attached to this report.

- **Bus Report** – Bookings for the year; thanks to volunteers which help to keep costs to a minimum and refurbishment of dining room. Full report attached to this report.

At the Extraordinary meeting of the Glenroy Heritage Reserve Committee held 7 March 2019 the following items were discussed:

- Three quotes for the building of the Button Hut were tabled for discussion. While quotes were competitive the committee were mainly concerned with the availability of the builder to commence work almost immediately.
- The committee talked at length in relation to the materials quoted on by each builder, the availability of the builders and the need to be able to commence the building immediately to enable the building to be at lock up stage by May. This will then put the committee in a position to apply for grants from Museums and Galleries NSW in May 2019 to assist with the cost of the fitout of the building.

Further discussions moved to the preferred options for payments to the builder and Council safety systems that are required to be in place.

Recommendations are included in the attached copy of the minutes.

The following applications have been received from interested community members for nomination to the Glenroy Heritage Reserve Committee;

- Brenda Wiggett
Applicant Qualifications: Sales and Catering
Reasons for Membership: Contribution to craft shop and a member for 15 years
- Yvonne Albert
Applicant Qualifications: Not stated
Reasons for Membership: To make up numbers
- Kathy Lyons
Applicant Qualifications: Not stated
Reasons for Membership: No reason stated
- Colleen McAuliffe
Applicant Qualifications: Clerical work and ex Government employee
Reasons for Membership: Interest in local Tourism
- Neil Christie
Applicant Qualifications: Retired Contractor
Reasons for Membership: Supporter
- Anne Thoroughgood
Applicant Qualifications: Tertiary qualified. Years of service to community in various roles.
Reasons for Membership: Belief in Glenroy (PWH) being a major part of tourism in the district.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:
CSP Outcome 2028**

Theme 4: Communication & Engagement

Delivery Outcomes

4.5 Council demonstrates strong leadership through a governance framework which drives progress towards achieving the community vision

Operational Actions

4.5.9 Provide support to volunteer groups and section 355 committees

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

The building of the Button Hut is fully funded by the Glenroy Heritage committee and the Pioneer Women's hut. As shown in the attached minutes, the quote is for \$41,000 with the Glenroy committee agreeing to pay \$36,000 from their available \$43,000. The Pioneer Women's Hut will be contributing the remainder.

There is also an opportunity to obtain funding through Museums and Galleries NSW for the fit out of the hut depending on the building being at lock up stage by May 2019.

Costs and Benefits:

Provides social and economic community benefit, and facility enhancement by attracting grant programs to provide for improvements to Council assets.

Policy, Legal and Statutory Implications:

Local Government Act, 1993

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

A business risk is that the committee may not be in a financial position to conclude the building of the Button Hut, and will be required to seek funding for the shortfall.

There is always a public risk when members of the public are invited to attend a facility. This is managed by the committee continually observing the facility and surrounds for obvious risks e.g. slip, trips and falls.

OPTIONS:

Council can endorse the recommendations or refuse.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes - Glenroy Heritage Reserve committee - 2 February 2019 [↓](#)
- 2 Minutes - Glenroy Heritage Reserve Extraordinary meeting - 7 March 2019 [↓](#)

MINUTES OF MEETING GLENROY HERITAGE RESERVE COMMITTEE

SATURDAY nd 5th FEBRUARY 2019 AT 1.30PM

PRESENT: Neil Christie , Anne Thoroughgood, Kathy Lyons, Yvonne Albert, Brenda Wiggett, Sue Livermore, Colleen McAuliffe, Margaret Isselmann

APOLIGIES: Dianne McClelland

Minutes of the meeting held on 3rd November 2018 were read and confirmed by Colleen McAuliffe and seconded by Kathy Lyons as true and correct.

Business arising from minutes: Regarding the purchase of small maintenance items notify the President before purchasing items.

Correspondence in/out: Letter from Snowy Valleys Council re elected delegates to assist the committee. Delegates are Julia Ham and Margaret Isselmann. Also discussion re Terms of Reference. Margaret Isselmann sent Shirley Williams an email re where we are up to with the terms of reference.

Treasurer's Report: Sue Livermore presented the report. The report covered the three months to 31/01/19. Copy attached. Credit Balance of \$43,243.26. Copy of bank statement attached. Accounts passed for payment. Seconded Brenda Wiggett.

Pioneer Women's Hut Report: Copy attached

Bus Report: Copy attached

General Business: 1. Button Hut: Council have given approval for the building to proceed. Ben Blencowe's quote of \$41,000 has been accepted. After discussion the committee agreed to allocate \$36,000 as part payment with Pioneer Women's Hut to put in shortfall as required. Moved Colleen McAuliffe Seconded Kathy Lyons. Neil Christie to see council on Monday 4th January 2019 to sort out application .

2. Pioneer Women's Hut Option and assignment agreement with Penelope Greenhalgh. Anne brought us up to date. Shirley Williams to check re when 355 committees started.

3. Seats on toilets: These will only be replaced with better quality seats as any damaged seats need replacing.

4. Brochures : As stock is low more will have to be printed. Website will need to be changed and make any changes necessary. Maybe we could apply for a small community grant if available. Craft shop would like to have small business cards printed. Dianne McClelland has a quote \$200 plus \$50 for setting up. This is for 500 cards. Craft shop will pay for these.

5. The recent hail storm damaged the top caps of fence around PWH. Five new tops will have to be purchased.

6. Small tin of paint to be purchased for painting cupboard in tea room. Anne Thoroughgood to purchase.

7. Council to be let know there are 2 large limbs fell since storms. Margaret Isselmann sent email to SVCouncil. Neil Christie to be contacted.

8. Men's Urinal. Could SVCouncil service the one at Glenroy maybe twice a year when servicing others in area.

Meeting closed at 3p.m.

Next meeting Saturday 4th May, 2019

Recommendations for Council:

1. Current terms of reference. email sent to S. Williams
2. Pioneer Womens Hut Option & agreement with P. Greenhalgh re 355 committees
3. Limbs over fence need removing. e.mail sent 2/2/19
4. Mens Urinal to be serviced

Bus Report

2/2/19

We've started this new year with bookings on par with previous years — the new prices will apply to everyone now which will help our budget — hopefully we won't have to raise prices for a while. Thanks to tremendous input from our volunteers our costs are being kept to a minimum — our service "tops" as usual. Our dining room has been refurbished — thanks to those who helped with this.

Our "office" at the Visitors Centre is working smoothly with hardly a hiccup" as we all know an "office" of our own is an impossibility so thank you staff for a great job.

We look forward to more groups & tours in 2019 — essential to our survival

Anne Thorneycroft

Pioneer Hut Report:

Report For Meeting

2.2.19

- Rhonda Diffey returned articles borrowed for Dandenong exhibition.
- Stephen King is sending corrected version of Agreement (Midwives of Tumbarumba – Penelope Greenhalgh) to Allyson at Council.
Penny Greenhalgh was contacted 7.11.18 to say the Agreement has been handed to Allyson (council officer). This is step one.
- Pam Brayshaw (ph: 64 542394) offer of Layette – reply to be sent. *declined*
- Thank you to June Brunskill for hairpin crochet tool. *accepted*
- Kate – Museums & Galleries doing project on significant items – PWH choice is hat. Details sent by Colleen S. and photographer has been (14.11.18).
- Dolls/clothes display on “entry” table completed.
- Computer/printer set in storage space ready for use.
- Discontinue ad on Upper Murray Radio.
- ‘Memories of my Mother’ donated to Tumba High School for presentation night.
- New brochure needed – apply for grant.
- Button Hut funding – discuss at Reserve meeting.
- Start sorting shelves in work room.

February Meeting 2019**Treasurers Report**

Diane Livermore

November, December, January

Balance b/f/ \$41,946.80

Income					
Month of Inv	Received from	For	Amount	Receipt no	Invoices
October	Coach Holiday Tours	Lunches	\$560.00	D/D 006	811138
Nov	Coach Holiday Tours	Lunches	\$490.00	D/D 007	811142
Nov	Coach Holiday Tours	Lunches	\$364.00	D/D 008	811144
Nov	Goodes Coaches	Lunches	\$672.00	653162	811143
Nov	\$10 over paid by group	Donation	\$10.00	653163	
Nov	Mad Hatters Tumbarumba	Hire of Chairs	\$47.00	653164	
Dec-02	Expanding Horizons	Lunches	\$288.00	D/D 009	
	interest		\$10.91		

EXPENDITURE
Total Income for 3 months**\$2,441.91**

Expenditure			
Payment to	For	Amount	Ch No
D Bergun Re issue of cheque	Air con service	\$88.00	200676
W Houting	Tin corn	\$21.60	200677
Tumbarumba Bakery	Bread	\$63.00	200678
Big Spring	Water	\$12.00	200679
Wilkie Tumut	Add for AGM	\$28.05	200680
Gollans	Catering	\$230.71	200681
Gollans	Catering	\$154.97	200683
Origin	Power	\$547.12	200683

Total Expenditure \$1,145.45

Balance \$43,243.26

Balance as per Bank Statement **\$43,243.26**

THE MINUTES OF THE GLENROY HERITAGE RESERVE EXTRAORDINARY COMMITTEE MEETING HELD IN MEETING ROOM 2, COUNCIL OFFICES, BRIDGE STREET, TUMBARUMBA ON THURSDAY, 7 MARCH 2019.

COMMENCING AT: 10.20 am

PRESENT: Neil Christie (President), Sue Livermore (Treasurer), Brenda Wiggett, Di McClelland, Colleen McAuliffe, Anne Thoroughgood, Yvonne Albert

APOLOGIES: Kathy Lyons

GENERAL BUSINESS:

The President, Mr Neil Christie called the extraordinary meeting of the Glenroy Heritage Reserve committee to access three quotes from builders for the Button Hut, and to choose the builder that was most suitable to carry out the work required. Three quotes were tabled for discussion.

The President gave a verbal report to the committee in relation to the quotes received.

Recommendation:

That the Council endorse the committee's choice to use Mr Ben Blencowe as the builder of the Button Hut at the Glenroy Recreation Reserve.

Di McClelland / Brenda Wiggett

Recommendation:

That the Council makes the progress payments to the builder to be reimbursed by the committee for GST purposes.

Yvonne Albert / Anne Thoroughgood

There being no further business to discuss the meeting closed at 10.30am

11. MINUTES OF COMMITTEE MEETINGS

11.9 MINUTES - KHANCOBAN COMMUNITY COMMITTEE - 1 FEBRUARY 2019

REPORT AUTHOR: GOVERNANCE & COMPLIANCE OFFICER
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

RECOMMENDATION:

THAT COUNCIL:

1. Receive the report on the Khancoban Community Committee from Director Internal Services.
2. Note the Minutes of the Khancoban Community Committee meeting held on 1 February 2019.

BACKGROUND:

The Khancoban Community Committee is a Section 355 committee and also the parent committee managing the following subcommittees:

- Khancoban Community Hall committee – Responsible for management of hiring, bookings, key allocation, collection of money and supervisory cleaning after an event.
- OP-Shop committee – Who fundraise from operations of an Opportunity shop in Khancoban for community benefit and to provide funding for assets in the town of Khancoban
- Artisans Group - Artisan workshop - a gallery and workshop space. Where the residents display painting, needlecraft, quilting, scrapbooking, photography and woodturning.
- Khancoban United Volunteers Association running from the Community Transaction Centre – Providing Computer and internet access for residents under the Broadband for Seniors Program, Photocopying and printing services, Publication of the local community paper, the Khancoban Echo, Australian Taxation Office agency services

The Khancoban Community Committee encourages participation in the community for residents and members of all committees. The community provides funding to support a more vibrant Khancoban town centre while providing tourist facilities and attractions in the village.

REPORT:

At the 1 February meeting the committee discussed the following:

- Minutes from the general meeting held on the 22 October 2018 were adopted
- Treasurers Report was tabled with balances shown for subcommittee accounts as follows:

Khancoban Op Shop	- \$10,839.82
CTC	- \$ 8,480.34
Term Deposit	- \$ 8,359.46
Hall committee	- \$13,930.09
Artisan committee	- \$720.21

- Correspondence received from: Khancoban Toy Library and Preschool, Khancoban Primary School, Khancoban Tennis Club.
- Agenda items discussed were: Community defibrillator, Op Shop lock, Mural, preschool painting which is to be investigated by Clr. Ham, Walking track and Walking track markers and Anti-graffiti paint.
- General Business items discussed were: Volunteers contact list, Op Shop roster, Grants for KUVA, meeting schedule, minutes from KUVA to SVC, Politicians invites to meetings, new telephone plan, production of postcards using mural and SVC numbers to be included in the Khancoban jottings for emergencies, donation to Tennis Club, request for Governance and Compliance Officer to attend meeting and support from the committee for current President.
- Next meeting to be held 5 March 2019 commencing at 9am.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.5 Council demonstrates strong leadership through a governance framework which drives progress towards achieving the community vision

Operational Actions

4.5.9 Provide support to volunteer groups and section 355 committees

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Nil

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Local Government Act, 1993.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes - 1 February 2019 - Khancoban Community Committee [↓](#)

From: Khancoban CTC
Sent: 5 Feb 2019 11:58:00 +1100
To: Khancoban CTC
Subject: KUVA MINUTES1.2.19
Attachments: KUVAMinutes1.2.19.pdf

Hello everyone. Here is the minutes for our last KUVA meeting.

Regards,
Jasmine Cremona, Secretary of KUVA



Virus-free. www.avast.com



Held at the K.U.V.A office on 1st February 2019 commencing at 5:15.

Present: Lesley Barlee, Alby de Wit, Ann-Maree de Wit, Louise Werret, Ron Aarons, Anne Tempest, Glenda Barlee, Narelle Perry, Ina Evans, Julia Ham.

Apologies: Jenny Browne, Jasmine Cremona, Jane Xie

President opened meeting at 5:15

Leslie thanked everyone for attending and welcomed Julia Ham, councillor, from Snowy Valleys Council.

Minutes of AGM moved by Narelle seconded by Alby. Carried.

General Meeting minutes moved by Alby, Seconded by Ina. Carried.

Treasurer's Report

OpShop: \$10 839.82

CTC: \$8480.34

Term deposit: \$8359.46

Hall: \$13 930.09

Artisan: \$720.21

All Treasurer's reports moved by Louise and seconded by Alby. Carried.

Correspondence in:

Khancoban Preschool and Toy Library – in response to our letter for a donation of \$1500.

Khancoban Primary School – Thanking K.U.V.A for their presentation night donation.

Khancoban Tennis Club – Requesting donations for their insurance and a new leaf blower.

Correspondence moved by Alby, seconded by Narelle. Carried.

Agenda Items:

Community Defibrillator is on order via Ambulance Victoria.

The Op Shop lock is fixed.

The Mural has been paid for.

Preschool painting will be investigated by Julia Ham.

Walking Tracks notion needs more information concerning provision of markers on walking tracks.

PC and harddrive awaiting further information.

Anti-Graffiti Paint. Ask Alan Scott to source. Moved by Ron, seconded by Alby. Carried.

General business:

Volunteers contact list to be distributed to all volunteers.

Opshop Roster to be produced as a draft and available for volunteers.

Waiting on account from Alan Scott.

Apply for all grants that are presented to K.U.V.A.. Moved by AnnMaree, seconded by Narelle.

Involvement in grant process - Lesley, Ann, Jasmine and Louise.

Suggestion by Ron that TV, Radio and Facebook are aware that the mural has been completed.

General discussion about opening of the mural. Discussion to continue.

Glenda suggested a day for meetings – 1st Tuesday of the month or 1st Tuesday of every 2nd month commencing 9am. Next meeting is set for 5th March, 9am.

Julia Ham said council have not been receiving K.U.V.A Minutes. K.U.V.A will send minutes to Shirley Invers and also to Julia Ham. JHam@svc.nsw.gov.au who suggested she will pass it to the relevant person.

Politicians to be invited to meetings to hear local concerns via Julia Ham.

Investigate via Telstra for a new consistent telephone plan. Moved by Ina, seconded by Louise. Carried.

Advertising in Jottings should be paid for. Charges to be advised by treasurers. Moved by Louise, seconded by Alby. Carried.

Ron seeks permission to produce postcards of the mural which was agreed to by all present. Written permission required from Rebecca Page to reproduce the mural in all medias.

Ron suggested we have signage at the front of the shopping centre directing visitors to the mural.

Request for Adrian and Brett's phone numbers to be included in Jottings for emergencies.

\$484 to be donated to the Tennis Club as per their request. Moved by Louise, Seconded by Glenda.
Carried.

Suggestion for Shirley Williams Enever to attend the March 5th meeting to explain the naming of
K.U.V.A OR CTC.

Lesley asked for and received support from the committee as President.

President closed meeting at 6:35pm

Next Meeting will be 9am, Tuesday 5th March at K.U.V.A.

11. MINUTES OF COMMITTEE MEETINGS**11.10 MINUTES - ROCK THE TURF COMMITTEE - 9 FEBRUARY 2019**

REPORT AUTHOR: COORDINATOR COMMUNITY & CULTURAL DEVELOPMENT
RESPONSIBLE DIRECTOR: DIRECTOR STRATEGY, COMMUNITY AND DEVELOPMENT

EXECUTIVE SUMMARY:

To present the minutes of the Rock the Turf Organising Committee Meeting held on the 9th of February 2019.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Minutes - Rock the Turf Committee Meeting held on the 9 February 2019 from the Acting Director Strategy, Community & Development.**
2. **Note the minutes of the Rock the Turf Committee meeting held on 9 February 2019.**

BACKGROUND:

The Rock the Turf Committee is a newly formed section 355 Committee of Council. Council resolved to allow the committee to become a formal s.355 committee at the November meeting in 2018.

Rock the Turf Committee meets on weekends and after hours to conduct their meetings. They are preparing their fifth annual event festival which is being held on Saturday the 23rd of March at the Tumut Racecourse.

Rock the Turf is reliant on sponsorship, bar, ticket and merchandise sales to fund its event each year. This is a licensed event and as such the organisers liaise with the licensing police to secure approval with their application. Council has received their event application which includes a traffic control plan detailing signage and parking areas on a Council owned road (Elm Drive).

REPORT:

The February 9th Rock the Turf Committee meeting discussed various topics including:

- Correspondence from Tumbafest and Council
- Special Event Application documentation for Council
- Operations on the day including on site communications, MC's, managing artists and other details
- Event manual to be included in this year's event for all stakeholders involved on the day, this manual will provide information for load in and out processes, emergency evacuation plans in place and a site map.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:****CSP Outcome 2028**

Theme 1: Towns and Villages

Delivery Outcomes

1.4 Expand, support and encourage arts and cultural events, activities and creative opportunities

Operational Actions

1.5.2 Provide event support to community and tourism events

SUSTAINABILITY ASSESSMENT:**Financial and Resources Implications**

Council provides sponsorship to this event in in-kind support through provision of a traffic controller on the day of the event, a traffic control plan developed by manager of Roads Maintenance and events officer support in the application and event assistance where necessary.

Council's Events Officer provides support through liaising with works and other relevant staff regarding any road closures and other services such as rubbish and recycling removal, assistance in development of the event application and equipment loans from the Community and Cultural Development team's inventory.

The implications of Council's contribution includes time and resources of works crew and other relevant Council staff in performing relevant checks on amusement rides, devices and food stalls throughout the event.

Costs and Benefits:

Costs include the above mentioned resource implications and sponsorship commitments. No monetary sponsorship by Council has been applied for or given to Rock the Turf in 2019.

Benefits of the festival include but are not limited to: socialisation, community engagement opportunities, boost to the local economy, supporting local businesses, increasing a range of destination events in the region, continuing a festival tradition, bringing community groups together and encouraging residents and committees in volunteering.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

It is important that Council considers the recommendations from committees to ensure that balanced and objective decisions are made with full knowledge of costs and resources.

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The Rock the Turf committee meets to develop action plans for specific areas of the festival including children's and musical entertainment, sponsorship, food and general stallholder bookings. The group engages and manages local volunteer groups to assist on the day with general tasks.

Attachments

- 1 Minutes - Rock the Turf - February 2019 [↓](#)
- 2 Financials - Rock The Turf - February 2019 [↓](#)



Minutes of the Rock the Turf Organising Committee meeting held at Kats Whiskers, Russell St, Tumut commencing at 8.30am on Saturday 9 February 2019.

Present: Jacki Flegg, Ian Flegg, Rebecca Denson, Clayton Denson, Karen Clarke, Gavin Clarke, Vicki Bush, Robert Cox, Louise Whitley, John Whitley
Evan Saunders – invited Council representative (arrived 9am)

Apologies: Mia Toppin, David Toppin, Matthew Wysman

Resolved that apologies be accepted. Jacki Flegg, Karen Clarke

Confirmation that the minutes from the previous meeting were read and agreed upon.

Resolved that the minutes for the meeting held 10 January 2019 be accepted as read. Robert Cox, Vicki Bush

Correspondence:

Tumbafest Committee - Email received advising that a stand would be available to this Committee at a discounted rate of \$45. There was discussion on this matter regarding the benefits however no volunteers available to man the stand.

Snowy Valleys Council – notification/acknowledgement forms for Emergency Services – Clayton to action

Snowy Valleys Council – application forms for Temporary Food Stalls – Rebecca to action

Business Arising:

NIL

Committee Reports:

Chairman

- Actioning the Emergency Services notification forms received from Council, to be returned to Council as signed off
- Traffic management Plan & Risk Management Plans have been updated & emailed to Evan at SVC.
- Discussion regarding First Aid Officers & location of the First Aid Kit during the event
- Hot Rod Display – further contact received in relation to this proposal – advised too late, as the boundaries have been changed. Cars could be placed on the racetrack, RTT attendees would only be able to look over fence as the track is now outside the boundary for our event. This could be revisited for next year.
- Meeting scheduled with potential MCs for the day – further information to be provided to the Committee following that meeting. Clayton requested that a complete list of “People to be thanked” & Bios on the bands be compiled in preparation for that meeting (including in-kind sponsors/donors like TA Times that run promo stories).

Treasurer

No report required to this meeting

Publicity Officer

- Angry Ant contacted – Facebook & Instagram component of proposal to be accepted – maximum spend \$800

Operations Officer

- Led discussion regarding required signage & temporary fence (In-Out) for bar area, requirements noted
- Disabled Toilet Signage required, as it is now located outside the Event Area
- Require 2-way communication sets for the day – at least 6 earpieces. Ian to follow up with Ollies Security as to availability through them – Clayton to pass on details of Ollies Security to Ian. If available will need to be collected from Wagga on the day before at latest

General Business

- Evan arrived at 9am & was in attendance for the remainder of the meeting
- Welcome Evan to meeting – discussion then held to update Evan on operational preparedness. Evan enquired a few matters - opening times, sound check for bands, gathering of ticket sale/patron data
- Evan advised that the Youth Council had been approached, to survey patrons during the event, with data to be captured on iPads,

they declined, siting inappropriate for youth to be involved due to presence of alcohol

- Event Manual to be compiled this year, to hold all key information & contacts from this year's event
- Karen Clarke advised that she has a contact that may be able to assist with wholesale alcohol, as we have a Licensee holder can open an account with the company – Karen to discuss further with David Toppin
- Merchandise – stubby holders will be required – research to be undertaken on possible supplier, as last years seemed expensive

Next Meeting: Saturday 23 February 2019, 8.30am at Kats Whiskers.

Meeting closed: 9:25am

ACTIONS:

Communication sets	Ian
Temporary food stall applications	Rebecca
Signage	Ian
Bios on Bands	Clayton
Meeting with potential MCs	Clayton
Alcohol - wholesale	David & Karen
Merchandise – Stubby Holders	Clayton & Karen

Profit and Loss Statement		
ROCK THE TURF		
Year to Date - 30/6/19		
Income		
Description	Amount	
Business Donations		
Sponsorship	31,600.00	
Grant Funding		
Ticket Sales		
Bar Sales		
Merchandise Sales		
Vendor Stalls	731.00	
GST Rec'd	359.48	
Sundry	20.34	
	Amount	
Total Income	32,710.82	
		Amount
	Gross Profit	32,710.82
	(Total Income less Cost of Sales)	
Expenses		
Description	Amount	
Advertising	4,488.00	
Marketing		
Website		
Ticket Production		
Venue Hire	181.23	
Stage Hire		
Equipment Hire	500.00	
Bands	15,125.00	
Merchant Fees		
Meals / Accom		
Security		
Bar Supplies	88.35	
Merch Supplies	630.28	
GST Paid		
Sundry		
	Amount	
Total Expenses	21,012.86	Amount
	(Gross Profit less Expenses)	
	Net Profit	11,697.96

11. MINUTES OF COMMITTEE MEETINGS**11.11 MINUTES - TUMBAFEST COMMITTEE - 23 JANUARY 2019, 30 JANUARY 2019 AND 6 FEBRUARY 2019.**

REPORT AUTHOR: GOVERNANCE & COMPLIANCE OFFICER
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on Minutes – Tumbafest Committee – 23 January, 30 January and 6 February 2019 from Director Internal Services.**
- 2. Note the Minutes of the Tumbafest Committee meeting held on 23 January 2019, 30 January 2019 and 6 February 2019.**

BACKGROUND:

The Tumbafest Committee was established with the responsibilities for the Strategic and future planning of the Tumbafest Festival held in Tumbarumba in February annually.

The Tumbafest committee develop and implement operational aspects of the festival relying upon volunteer support to deliver a successful festival.

REPORT:

Two committee meetings were held in the month of January 2019 and one in the month of February 2019 and are reported below.

23 January 2019.

- Minutes of the previous meeting confirmed
- Actions arising from minutes:
 - Eftpos machine from Bendigo bank – only one unit available from the Bendigo Bank. Committee need to investigate alternate sources to supply including Bendigo Bank Wagga.
 - SES providing first Aid – No response received from SES
 - Korean BBQ food stall application – Has lodged an application for a market stall.
 - Committee still waiting on detailed budget report to be provided by SVC.
 - Welcome to Country Coordinator has requested contact details.
 - Pipes and Drum arrangements to be finalised.
 - Water misting kit. Committee was advised that there are two taps and a PowerPoint near the Rotunda that could be used.
 - Confirmation of showground booking to cater for overflow from the caravan park.
- Correspondence – Indigenous grant – The Coordinator advised that recent discussions pointed out that the grant was intended to provide personal development for indigenous people, and that Mark Olive did not qualify.

- Letter from Paul West reported had received.
- Sponsorship –
 - Confirmed that overall total sponsorship was at \$65,300 and final invoicing was being processed. Committee thought this was an exceptional result.
 - Tumut Toyota had agreed to sponsorship for the first year.
 - Tumut River Brewing Company contacted Coordinator and offered “in-kind” proposal and offered to provide 5 cases of each of two different beers. The committee was unsure of what benefit this would be and will discuss further at the next meeting.
 - For sponsor banners a sign in/sign out register would be created.
- Event Coordinator update:
 - Market and Food Stalls confirmations,
 - Promotional – Poster finalised and distributed.
 - TV commercial finalised.
- Subcommittees reports:
 - Children’s Activities – Tony Joes – The committee is still waiting on a response regarding the subsidising of kid’s rides.
- General Business:
 - Cash handling – Manuals have been updated
 - Sponsors reception – All arrangements made.
 - Purchase of additional tables.
 - Site previously occupied by Vignerons
 - Wine Stalls
 - Carlton Beer trailer
 - Triple M MC
 - Roster of volunteers to man street stall shelter ticket sales
 - Photographer
 - Security and Liquor Licence
 - Detailed event task list
- Items for next meeting – Survey Stage backline and Tumut River Brewing Company sponsorship.
- Next meeting to be held 30 January 2019.

30 January 2019

- Minutes of the previous meeting confirmed.
- Actions arising from previous meeting:
 - SES – still no response on providing first aid services.
 - Budget report – still waiting on detailed report from SVC.

- Welcome to Country Uncle John Casey has been booked.
- Pipes and Drums
- 2AAA – community radio station Wagga
- Gazebo curtains have been secured.
- Vignerons request to relocate to other side of the creek,
- MC/Compare
- Back line
- Toilet pump out – Contractor for this has been confirmed.
- Valmar recycling – Has agreed to make trailer and Bales available and can accept cans (must not be crushed) plastic pet bottles and cardboard cartons such as wine and beer cartons. Wine bottles will go in separate yellow bins.
- Additional tables – not yet purchased.
- Cash counting – It was reported to the committee that Council does not require an officer to be present when cash is counted on the Monday after the event.
- Disabled toilet
- Council general waste
- Correspondence:
 - Photographer confirmation – Bottle and Brush confirmed as the official event photographer and will deliver selection of images for social media within 3 days.
 - Committee have been invited to send 2 representatives to the Central West Magazine Launch in Tumut
 - Local Lands Services tickets
- Sponsorship – Confirmations, sponsor promotional videos and Tumut River Brewing Company.
- Event Coordinator update:
 - Ticket sales and pricing agreed.
 - Security and Liquor licence
 - Street Stall kiosk
 - Task list for event reviewed and updated.
- Subcommittee reports:
 - Market and Stallholders – list of all confirmed reviewed and updated.
 - Children’s activities – Tony Joes – supply of stage
 - Cameron Whyte – Has provided a quote for shows for Saturday
 - J Shore to provide puppets, face painting and photo frame
 - Merchandise – all confirmed and ordered
- General Business:

- Cleaner
- Promotional
- Cash handling and Gates manual updated
- Next meeting to 6 February 2019.

6 February

- Minutes of the previous meeting confirmed
- Actions arising from previous minutes:
 - Portaloos – booking confirmed.
 - Cleaner – options for event
 - SES – not yet confirmed to provide first aid service for the event.
- Correspondence:
 - Tumbarumba oval resurfacing – the committee raised concerns around water near half-court basketball court. Committee member will inspect for boggy spots and report to next week's meeting.
 - Amusement stage booked and will cost the same as last year.
 - Cameron Whyte – Need to have him decide where is best for him to perform upon arrival.
- Event Coordinator report:
 - Operations – Promotional activities
 - Survey – paper and online survey to be offered
- Sponsorship: Agreements and Tumbafest glasses
- Subcommittee reports:
 - Stallholders – applications close and site map
 - Merchandise – Ducks have arrived and waiting on merchandise
 - Children's activities – Equipment loan from Carcoola, Bendigo Bank marquees
 - Artwork/colouring competition
- General Business:
 - Bar – Fat Yak beer in cans 10 cartons to be purchased for sale at the bar.
 - Fencing – Does Council install fencing?
 - Security – confirmed with additional hours.
 - Stallholders – Entry near pump track and set by Mannus inmates.
 - Liquor licence – Council request meeting with Local Area command – security requirements
 - Mark Olive
 - Create NSW – Grant option

- Tumut Transport buses – bus and ticket option
 - Bendigo Bank – Ticket sales at Wagga and Albury Bendigo Banks
 - P McQueen – bunting and sound at costa cooking demo tent.
 - Wet weather insurance – Too expensive decided not to obtain.
 - Roster will be distributed to members.
 - Eftpos – Need to obtain extra units.
- Next meeting to be held 13 February 2019.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.5 Council demonstrates strong leadership through a governance framework which drives progress towards achieving the community vision

Operational Actions

4.5.9 Provide support to volunteer groups and section 355 committees

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Previous years, Tumbafest received \$5,000 cash and \$3,000 in kind assistance. Financial year to date no amount has been transferred to Tumbafest from SVC.

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes - 23 January 2019 - Tumbafest Committee [↓](#)
- 2 Minutes - 30 January 2019 - Tumbafest committee [↓](#)
- 3 Minutes - 6 February 2019 - Tumbafest committee [↓](#)
- 4 Tumbafst Budget 15.1.2019 [↓](#)
- 5 Tumbafest Budget 30.1.2019 [↓](#)

Tumbafest Committee Minutes

Meeting 23 January 2019

Tumbarumba Council Chambers



Attendance / Apologies					
Ed Lauder President	Present	Andrew Rae	Present	Jackie Lauder	Present
Martin Burke	Present	Richard Cottam	Present	Helen Taylor	Present
Chris Blake	Present	Bruce Wright	Apology	Irene Lauder	Present
Karly Fynn	Present	Kylie Bradley	Present	Martin Brown	Present
Desley Kendall	Apology	Sue Goldspink	Apology	Julie Giddings	Apology
Alison Dennis	Present	Julia Ham	Present	Kay Wilson	Present

Meeting Open: 5:05 pm

Agenda Item	Topic	General Discussion	Actions
1. Previous Minutes/ Actions arising		Minutes confirmed	Moved; Alison Dennis Seconded: Martin Brown
	EFTPOS M/C	Karly reported only 1 unit available from Bendigo Bank.	Karly to investigate alternate sources incl Wagga Bendigo Bank
	SES	No response to date on providing first aid services.	Alison to follow up
	Korean BBQ Food stall	Has lodged application for market stall	
	Budget report	Still waiting on detailed breakdown of expenditure.	Karly and Chris to follow up
	Cash Handling procedure	See later discussion.	
	Welcome to Country	Karly needs a contact's details	
	Pipe and Drum band	Specific program to be finalised	Helen to follow up.
	Water misting kit	Martin advised there are two taps and a powerpoint near the rotunda that could be utilised.	Martin to follow up Karly to also look at hire options.
	Confirm showground booked for overflow accommodation	Karly confirmed that the showground is booked to cater for overflow accommodation from the caravan park.	
2. Correspondence	Indigenous Grant	Karly advised on recent discussion that the grant available was intended to provide personal development for indigenous people, and that given Mark Olive's profile he does not qualify.	
	Paul West re advice his services not required this year.	Richard reported he had received a letter of thanks and a very positive response on his previous involvement.	
3. Sponsorship	Confirmations	<ul style="list-style-type: none"> Chris circulated an update. 	Chris will check invoices issued against his final list

Agenda Item	Topic	General Discussion	Actions
	Tumut Toyota	<ul style="list-style-type: none"> Overall total sponsorship now stands at \$65,300. Final invoicing is being processed. Committee congratulated Chris and sub committee for an exceptional result. <p>Had agreed to \$500 sponsorship for the first year.</p>	
	TRBC	<p>Contacted Karly re “in-kind” proposal and offered to provide 5 cases each of 2 different beers.</p> <p>Committee unsure what benefit this would represent. Comment was made that “contra” deals are only worthwhile if they provide something that is needed</p>	<p>Kylie to explore any interest from Tumbatrek.</p> <p>For discussion / decision next meeting.</p>
	Sponsor Banners	<p>Create sign in/sign out register for sponsor banners</p>	<p>Karly</p>
4. Event Coordinator update	Market & Food Stalls	<p>Karly reported on confirmed <u>Food Stalls</u>.</p> <p><u>Market Stalls</u> – Karly and Julie reviewed those applications received to date and have confirmed based on Julie’s experience from previous events.</p>	<p>Karly to circulate final list of Food stall acceptances.</p> <p>Karly to provide list at next meeting</p>
	Promotional	<p>Poster finalised and distributed.</p> <p>TV commercial has been finalised and booked for Wagga and Albury, radio likewise.</p> <p>Facebook promo videos yet to be finished.</p> <p>Make contact with 2 AAA for event promotion, and CanberraBluesSociety.com.au</p> <p>Tumbarumba Times ad for Early Bird last day sales.</p>	<p>Helen to contact</p> <p>Karly</p>
5. Other Sub Committee Reports	Children’s activities	<p>Tony Joes; still waiting on a response re subsidising reduced price kid’s rides. Confirmed will go with frame for kids to take their own photos based on Jo Shore’s email</p>	<p>Desley to confirm frame with Jo.</p>
6. General Business	Merchandise	<p>All confirmed and ordered. 50% deposit required</p>	<p>Karly to arrange Council to process payment.</p>
	Cash handling manual & Gates manual.	<p>Karly has updated both last year’s manuals.</p>	<p>Karly to circulate both after Martin has reviewed cash handling manual.</p>
	Sponsors’ reception	<p>Subcommittee and Helen have made all arrangements.</p>	
	Purchase of 10 additional tables	<p>Unsure whether these have been purchased</p>	<p>Andrew to check Council system.</p>

Agenda Item	Topic	General Discussion	Actions
	Site previously occupied by Vignerons	Additional Gazebos to be located in this area, Explore option for rear “curtains” or some form of screening between these and rear of food tents.	Ed to look into any options available at Hammonds.
	Wine Stalls	Require 20-30m white picket fencing for wine stall area. Also require hiring of wine glasses. Find out what we hired last year and the price	Karly to confirm and follow up with RBR
	Carlton Beer trailer	Not required this year.	
	Triple M MC	Awaiting confirmation and final cost.	Karly is following up
	Street stall 9 til 5 Thurs 31 st Jan for early bird ticket sales.	Roster volunteers; ED 3:30-5, Jackie afternoon, Martin Brown, Kylie after 10:30am but can open up at 9am, Chris, Irene.	Karly to circulate roster for review.
	Photographer	Tear drop banners have been delivered to Visitor Centre. Early Bird price list to be finalised, incl Hyne & Council. Goods for raffle on the day to be arranged at next meeting. Need wrist bands, price lists for Kiosk Karly reported she has received 2 quotes; Bottle & Brush and Michael Egan.	Karly to arrange Committee agreed to proceed with Bottle and Brush @ \$650 plus free event stall holder ticket. Moved; Julia Seconded; Jackie
	Security & Liquor Licence	Awaiting response and update from both.	Karly is following up.
7. Detailed Task List for Event	Task List	Detailed list to be circulated to Committee for review and nomination of members’ availability. Hire equipment (marquees etc) to be on site by 8-8:30 am Friday Corflute sign to be made up for “Trade Entrance” Recycling bins & collections Council provision of general waste bins to be confirmed 2 x Disabled “Port-a-Loo” toilets to be hired from Council Toilet pump out contractor (George Brown) to be confirmed Book IGA coolroom Check if Marilyn is available to assist	Karly to circulate 2018 list for committee review and respond and then Karly will update for 2019 Karly to confirm Karly to arrange Chris to follow up Valmar Andrew to follow up Andrew to follow up Jackie to contact ED to contact IGA Karly to Contact

Agenda Item	Topic	General Discussion	Actions
		Bar price list and Merchandise price list to be finalised Jackie to do merch/info tent roster, cleaning roster (following cooking demos and sponsor reception) and Sponsor Reception Roster	Karly to get prices from Sue and Jackie and develop listing for Kylie to print and laminate Jackie
8. Items for next meeting	Survey Stage Back Line TRBC "Sponsorship"	Decide Paper vs Tablet and review scope. Helen may be able to collect, Tumba Freight to return Monday See above	

Meeting Close: 7:12 pm

Next meeting date: Wednesday 30th January 2019, 5pm at Council Chambers

Tumbafest Committee Minutes

Meeting 30 January 2019

Tumbarumba Council Chambers



Attendance / Apologies					
Ed Lauder President	Present	Andrew Rae	Present	Jackie Lauder	Present
Martin Burke	Present	Richard Cottam	Apology	Helen Taylor	Present
Chris Blake	Present	Bruce Wright		Irene Lauder	Present
Karly Fynn	Present	Kylie Bradley	Present	Martin Brown	Present
Desley Kendell	Present	Sue Goldspink	Present	Julie Giddings	Apology
Allison Dennis	Apology	Julia Ham	Present	Kay Wilson	Present

Meeting Open: 5:10 pm

Agenda Item	Topic	General Discussion	Actions
1. Previous Minutes/ Actions arising		Minutes confirmed	Moved; Martin Brown Seconded: Irene Lauder
	SES	No response to date on providing first aid services.	
	Budget report	Still waiting on detailed breakdown of expenditure.	Karly & Chris to follow up.
	Cash Handling procedure	See later discussion.	
	Welcome to Country	Karly has booked Uncle John Casey on advice from Council.	
	Pipe and Drum band		Helen to follow up.
	2AAA		Helen to follow up.
	Gazebo "curtains"	Have been secured by Karly.	
	Vignerons request to relocate to other side of Creek.	Confirmed	
	MC / Compere	Confirmed at last year's cost.	
	"Back Line"	Karly is finalising	
	Toilet pump out.	George Brown confirmed. Needs a reminder the week of the event.	
	Valmar recycling	Has agreed to make trailer and bales available, can accept cans (<u>must not be crushed, need signs</u>), plastic PET bottles, and cardboard cartons such as beer and wine bottle cartons. Wine bottles to go in separate yellow bins.	Trailer to be picked up from Valmar Tumut – Council staff?
Additional tables	Andrew confirmed these have not been purchased. Provided contact on where to purchase	Karly to follow up	

Agenda Item	Topic	General Discussion	Actions
	Council officer for cash counting. Disabled toilet / Port-a-Loos. Council general waste bins	Andrew reported Council does not require an officer to be present.	 Andrew to follow up Council. Andrew to follow up Council
2. Correspondence	Photographer Central West Lifestyle Magazine Mouats Farm Local Lands Services	Bottle & Brush confirmed as photographer, and that she can deliver selection of images for social media within 3 days. The remaining to follow. Michael Egan has advised the Tumbarumba Photography group has its exhibition at Art on Parade during the Tumbafest weekend. Central West Lifestyle Mag has offered 2 tickets to its launch Sat 16 Feb @ 6:30 in Tumut. Mouats Orchards re stall Local Lands require 2 additional Saturday tickets and 2 additional Sunday tickets for their site (not the same people on each day so can't be weekend passes). Committee decided as they are an information site we would provide these free of charge	 Karly to circulate details to Jackie and Ed Karly to follow up. Karly has contacted with no response Moved; Chris Blake Seconded; Helen Taylor
3. Sponsorship	Confirmations Sponsor Promo videos TRBC	<ul style="list-style-type: none"> Chris circulated an update. Overall total sponsorship now stands at \$65,300. <p>Completed subject to final approvals. Council is making its own</p> <p>Re "in-kind" proposal offering to provide 5 cases each of 2 different beers. Tumbatrek has confirmed it would purchase 3 cases at \$70 ea. Balance to be raffled at the event. Committee agreed to above.</p>	 To be provided to Tumbatrek before Thurs 7 Feb. Kylie to collect cartons (at least 3) on Tues 5 Feb
4. Budget	Council updates	See Item 1	
5. Event Coordinator update	Operational Ticket sales and pricing	<p>On-line ticket sales to date 237 which is ahead of same time last year.</p> <p>Council Staff pricing has been completed. Committee discussion re whether Hyne Timber employees are to be offered 2:1 deal.</p> <p>Agreed tickets to be available at same price as SVC staff for over the counter sales at VC only, up to Friday before the event, on production of Hyne employee ID.</p> <p>Agreed ticket pricing for carers accompanying disabled visitors to be same price as pensioners.</p>	

Agenda Item	Topic	General Discussion	Actions
6. Other Sub Committee Reports	Security & Liquor Licence	Karly has spoken with licencing officer in Wagga, who has agreed the proposal put to her by Richard regarding POS takeaway sales but remains adamant about the excessive number of security guards required, far in excess of previous years. This will greatly impact the budget.	Karly to confirm requirements for security with Kings Security.
	Street stall kiosk sales, Thurs Jan 31.	Karly has prepared a booklet/ folder with all necessary details for ticket sellers.	EFTPOS m/c to be collected from Bendigo Bank at 9AM.
	Task List for the Event	Task list reviewed in detail and updated.	Karly to circulate
	Market & Food Stalls	Karly has prepared list of all confirmed market stalls (following discussion with Julie) and food stalls. SMART to be provided free stall and 2 tickets Committee agreed to accept market stall application from "Whistle Man".	
	Children's activities	Karly reported she has had no response to several messages left with Tony Joes. This of some concern as he is scheduled to supply the stage as he has done for several years. Karly is investigating alternatives as a contingency. Cameron Whyte has provide quote with several options that were discussed by the Committee. Agreed the preferred option is 3 shows on the Saturday only. Need to get Cameron using the Pump Track or at least being adjacent to it for kids to try out rides etc. Jo Shaw re finalising her material; Dress-ups, Puppets, face painting, Photo Frame but no photos required (parents to take their own).	Karly to discuss with Cameron Desley to confirm with Jo.
7. General Business	Merchandise	All confirmed and ordered. Awaiting for it to arrive	
	Cleaner	Contact Billie Burns who by all accounts does a great job. Alternate initially considered is not available.	Andrew
	Promotional	Poster finalised and distributed. TV commercial are running for Wagga and Albury, radio likewise.	
	Cash handling manual & Gates manual.	Karly has updated both last year's manuals, now finalised. Committee agreed Gate Manual & Cash Handling procedures per manuals and that any cash holdings that can not be safely	Moved; Jackie Lauder Seconded; Irene Lauder

Agenda Item	Topic	General Discussion	Actions
	Tumut Toyota	<ul style="list-style-type: none"> Overall total sponsorship now stands at \$65,300. Final invoicing is being processed. Committee congratulated Chris and sub committee for an exceptional result. <p>Had agreed to \$500 sponsorship for the first year.</p>	
	TRBC	<p>Contacted Karly re “in-kind” proposal and offered to provide 5 cases each of 2 different beers.</p> <p>Committee unsure what benefit this would represent. Comment was made that “contra” deals are only worthwhile if they provide something that is needed</p>	<p>Kylie to explore any interest from Tumbatrek.</p> <p>For discussion / decision next meeting.</p>
	Sponsor Banners	<p>Create sign in/sign out register for sponsor banners</p>	<p>Karly</p>
4. Event Coordinator update	Market & Food Stalls	<p>Karly reported on confirmed <u>Food Stalls</u>.</p> <p><u>Market Stalls</u> – Karly and Julie reviewed those applications received to date and have confirmed based on Julie’s experience from previous events.</p>	<p>Karly to circulate final list of Food stall acceptances.</p> <p>Karly to provide list at next meeting</p>
	Promotional	<p>Poster finalised and distributed. TV commercial has been finalised and booked for Wagga and Albury, radio likewise. Facebook promo videos yet to be finished. Make contact with 2 AAA for event promotion, and CanberraBluesSociety.com.au Tumarumba Times ad for Early Bird last day sales.</p>	<p>Helen to contact</p> <p>Karly</p>
5. Other Sub Committee Reports	Children’s activities	<p>Tony Joes; still waiting on a response re subsidising reduced price kid’s rides. Confirmed will go with frame for kids to take their own photos based on Jo Shore’s email</p>	<p>Desley to confirm frame with Jo.</p>
6. General Business	Merchandise	<p>All confirmed and ordered. 50% deposit required</p>	<p>Karly to arrange Council to process payment.</p>
	Cash handling manual & Gates manual.	<p>Karly has updated both last year’s manuals.</p>	<p>Karly to circulate both after Martin has reviewed cash handling manual.</p>
	Council Officer to oversee cash receipting on Monday after event	<p>Council to be requested to assign an officer for 3 hrs on the Monday am following event.</p>	<p>Andrew to ask Council</p>
	Sponsors’ reception	<p>Subcommittee and Helen have made all arrangements.</p>	
	Purchase of 10 additional tables	<p>Unsure whether these have been purchased</p>	<p>Andrew to check Council system.</p>

Agenda Item	Topic	General Discussion	Actions
	Site previously occupied by Vignerons	Additional Gazebos to be located in this area, Explore option for rear "curtains" or some form of screening between these and rear of food tents.	Ed to look into any options available at Hammonds.
	Wine Stalls	Require 20-30m white picket fencing for wine stall area. Also require hiring of wine glasses. Find out what we hired last year and the price	Karly to confirm and follow up with RBR
	Carlton Beer trailer	Not required this year.	
	Triple M MC	Awaiting confirmation and final cost.	Karly is following up
	Street stall 9 til 5 Thurs 31 st Jan for early bird ticket sales.	Roster volunteers; ED 3:30-5, Jackie afternoon, Martin Brown, Kylie after 10:30am but can open up at 9am, Chris, Irene.	Karly to circulate roster for review.
	Photographer	Tear drop banners have been delivered to Visitor Centre. Early Bird price list to be finalised, incl Hyne & Council. Goods for raffle on the day to be arranged at next meeting. Need wrist bands, price lists for Kiosk Karly reported she has received 2 quotes; Bottle & Brush and Michael Egan.	Karly to arrange Committee agreed to proceed with Bottle and Brush @ \$650 plus free event stall holder ticket. Moved; Julia Seconded; Jackie
	Security & Liquor Licence	Awaiting response and update from both.	Karly is following up.
7. Detailed Task List for Event	Task List	Detailed list to be circulated to Committee for review and nomination of members' availability. Hire equipment (marquees etc) to be on site by 8-8:30 am Friday Corflute sign to be made up for "Trade Entrance" Recycling bins & collections Council provision of general waste bins to be confirmed 2 x Disabled "Port-a-Loo" toilets to be hired from Council Toilet pump out contractor (George Brown) to be confirmed Book IGA coolroom Check if Marilyn is available to assist	Karly to circulate 2018 list for committee review and respond and then Karly will update for 2019 Karly to confirm Karly to arrange Chris to follow up Valmar Andrew to follow up Andrew to follow up Jackie to contact ED to contact IGA Karly to Contact

Agenda Item	Topic	General Discussion	Actions
		<p>Bar price list and Merchandise price list to be finalised</p> <p>Jackie to do merch/info tent roster, cleaning roster (following cooking demos and sponsor reception) and Sponsor Reception Roster</p>	<p>Karly to get prices from Sue and Jackie and develop listing for Kylie to print and laminate</p> <p>Jackie</p>
8. Items for next meeting	<p>Survey Stage Back Line TRBC "Sponsorship"</p>	<p>Decide Paper vs Tablet and review scope. Helen may be able to collect, Tumba Freight to return Monday See above</p>	

Meeting Close: 7:12 pm

Next meeting date: Wednesday 30th January 2019, 5pm at Council Chambers

Tumbafest Committee Minutes

Meeting 6 February 2019

Tumbarumba Council Chambers



1. Attendance/Apologies					
Alison Dennis	Present	Helen Taylor	Present	Richard Cottam	Present
Andrew Rae	Present	Irene Lauder	Apology	Sue Goldspink	Apology
Aylish Brice	Present	Jackie Lauder	Present	Karly Fynn	Present
Chris Blake	Present	Julie Giddings	Present	Julia Ham	Present
Desley Kendall	Present	Sue Goldspink	Present	Bruce Wright	Apology
Donna May	Present	Martin Brown	Present		
Ed Lauder	Present	Martin Burke	Present		

Meeting Open: 5:05 pm

Agenda Item	Topic	General Discussion	Actions	
2. Previous Minutes Actions Arising	Portaloos	<ul style="list-style-type: none"> Portaloos – 2 confirmed with council but disabled not available. KF to source one for event. 	Karly to source disabled portaloos	
	Cleaner	<ul style="list-style-type: none"> No luck so far. Andrew to talk to Suanne Bremich. Talk to Narelle about who was the cleaner when they organised the event. Robbie Livett– legend sponsor might now someone 		
	SES	<ul style="list-style-type: none"> SES still haven't heard back – John Mansfield – Allison will track his down. Chris 	Moved: Andrew	Second: Martin Brown
3. Correspondence	Tumba Oval resurfacing	<ul style="list-style-type: none"> Tumba Oval resurfacing – concern around water near half-court basketball court – so have put a drain under. Andrew going down next week and report back at meeting to check out to ensure no boggy areas etc. currently comfortable with driving the truck on dependant on when they stop the watering and if there's additional rain. Feedback surface is firm. 	Karly/Andrew	
	Amusements + Stage	<ul style="list-style-type: none"> Tony Joes Confirmed same prices as last year and stage FOC 		
	Cam White	<ul style="list-style-type: none"> Cam Whyte – can he use part of the skate park? Put it on the oval. Path that comes past the cricket nets? Get one of the grandstands at the netball courts to bring. Find out about distance and safety. Advise its grass so would he be able to ride enough for a run up? Does he need track matting? Protect Approve and get him to work out where once he arrives. Committee agreed to confirm 3 shows and 1 workshop Hyne have conveyor belts we could use How to publicise since it's late <p>Tables – 5 of 150 5 of 180 – Karly to order</p>	Moved: Desley Second: Martin Burke	
			Moved: Allison	Second: Julie
4.	Operations	<ul style="list-style-type: none"> Promo Activities Running facebook comp to win 2 weekend tickets Ticket giveaways occurring on Hit and Triple M in Albury and Wagga Ticket giveaways occurring on 2AY Albury Program – printed – looks great 		
5.	Sponsorship	<ul style="list-style-type: none"> Couldn't finalise Muir. Still in front of 2018 total Waiting on Alan Harris McDonald signed agreement Tumbafest glasses. \$2.50 per glass. May have 30 Tumbafest engraved glasses from vigneron – committee will buy them. Kylie collected TRBC beer. Tumbatrek will take 3 cases \$70 		
6.	stallholders	<ul style="list-style-type: none"> Most have been charged Karly to create and provide listing to Julie for site planning Gin – Pretty Parrot – unfortunately applications closed 		
7.	merchandise	<ul style="list-style-type: none"> Ducks have arrived Waiting on caps, hats, bumper stickers, jute bags and stubbie holders 	Karly to chase	
8.	Children's activities	<ul style="list-style-type: none"> Carcola happy for us to use nappy change table and bins. Not to worry about books. Someone needs to go and collect Friday anytime and need it back Monday morning. Toys for sandpit in storage ASK Bendigo for two of their marquees – for kids area 	Karly	

Agenda Item	Topic	General Discussion	Actions
		<ul style="list-style-type: none"> Get someone to do up the logo and kids colour in logo or something Tumbafest themed thing and have a colouring in comp. or draw your face thing at Tumbafest? Julia and Desley to organise an artwork/colouring in competition. 	Desley & Julia
9.	Survey	<ul style="list-style-type: none"> Karly to do an online one and a paper one – when committee are on the merch tent they can enter completed surveys online when quiet to reduce data entry. Wine or wine voucher for the survey - 3pm and 5pm draw each day. Add to MC notes – Leigh to announce. Richard to email paper based version. 	
	TRBC Beer	<ul style="list-style-type: none"> Raffle off beer - \$10 a ticket. – add to task list. Better if it's a guessing comp instead of raffle for alcohol. Complete the word T_MB_EST – put at info desk. Have to be 18 to enter competition 	
10.	General business	<ul style="list-style-type: none"> Bar – might do fat yak beer in cans – try to get 10 cartons and see how it goes. Fencing – council does this – Sparky – mention it to him Security – confirmed for additional hours as required by licence 	
	Stallholders	<ul style="list-style-type: none"> Entry – near pump track will stop congestion. – when Mannus guys do their work – they can leave a section open for stallholders. Stallholders setting up – issue with mannus. Mannus need to set up marquees in markets first as can't interact with members of the public - Confirmation at mannus – will try to get C3s and C2s. C2s need to be supervised. Desley has spoken to Mr Wilson who was looking at classification as we need at least 12. Noel could transport C3s and Mr Wilson can do the C2s. 	Karly to add to task list Desley
	Liquor licence	<ul style="list-style-type: none"> Request from council and event organisers in the area a meeting with Local Area Command – security requirements will impact on other organisations. <p>Council need to request the meeting regarding the security requirements that are being imposed.</p>	
	Mark olive	<ul style="list-style-type: none"> Richard having issued getting in touch with Mark – will try to chase. Try calling. 	
	Create NSW	<ul style="list-style-type: none"> Richard advised about the Create NSW Live music grant option. It's a great opportunity. Criteria doesn't permit for Tumbafest. Has to be a "venue" (not an outdoor festival) 	
	Tumut Transport Buses	<ul style="list-style-type: none"> Goodes Buses in tumut – contact to bus people up from Tumut - Anthony Goode 	Karly give a call Give them a cheaper ticket – sell a package ticket + bus. They can promote for a special deal for their pax. Try for both days
	Bendigo Bank	<ul style="list-style-type: none"> Ticket sale day at the Bendigo Banks in Wagga and Albury – for 2019 	
	Peter McQueen	<ul style="list-style-type: none"> Will be here Friday midday – do the bunting and sound at costa cooking demo tent 	
	Wet weather insurance	<ul style="list-style-type: none"> Too expensive as last minute. Get quote – and put on task list to have done earlier – by Aug 2019 – need to know costs of performers to be able to get this. 	
	Roster	<ul style="list-style-type: none"> Jackie will complete and send to Karly to distribute 	Jackie and Karly
	Tumut Toyota	<ul style="list-style-type: none"> Karly to advise they can enter anytime after 12pm on Friday - Tumut Toyota & Avida 	Karly
	Cash handling	<ul style="list-style-type: none"> Karly to arrange a PO to draw cheque for NAB 	Karly
	Eftpos	<ul style="list-style-type: none"> Karly to ask Bendigo Wagga and if can't do another ask NAB 	
	Bendigo Bank	<ul style="list-style-type: none"> Waiting on them to provide funds for eftpos from street stall 	Martin

Meeting Close: 6:50 pm

Next meeting date: Wednesday 13th February 2019, 5pm at Council Chambers

Tumbafest Accounts

02/03/2019

WO	Task Description	2016 Actuals	2017 Actuals	2018 Actuals	2019 Actuals	2019 Committed	2019 Budget	Comments
	Event-generated	89,800	100,837	105,178	191	-	109,700	
199 150	Ticket Sales	56,196	63,710	70,232	-	-	72,000	
	Presales- subtotal	10,069	26,683	28,720			30,000	
	Weekend Tickets -subtotal	46,127	37,027	41,512			42,000	
199 151	Market & Craft Stalls	3,950	4,571	5,514			5,500	
199 152	Wine Stalls	1,845	784	1,373			1,500	
199 153	Food Stalls	2,540	4,678	3,542	190.91		3,500	
199 154	Merchandise	2,027	1,890	2,149			2,200	
199 156	Bar Sales	23,240	25,204	22,368			25,000	
199	Children's Entertainment	-	-	-			-	
	Sponsorships	55,722	44,220	52,539	39,100	-	58,000	
199 157	Sponsorships	45,722	36,220	47,252	39,100.00		50,000	
199	Council	10,000	8,000	5,287			8,000	
	Event-associated	-	-	172	-	-	-	
	Grant	-	10,000	16,744	-	-	-	
	Miscellaneous	8,997	6,710	6,020	-	-	6,000	
199 190	Bank Interest	1,790	1,733	4,800			1,800	
199	Cool Room Hire	-	-	-			-	
199 195	Big Screen Advertising	4,905	-	-			-	
199 143	Sundry	2,303	4,977	4,220			4,200	
	Coordinator	30,227	23,636	19,940	19,800	-	40,000	
184	Marketing	12,487	18,135	27,901	4,987	-	18,000	
184 4102	Banners	318		960	417.00			
184 4104	Flyers						18,000	Coordinator to distribute
184 4106	Posters							
184 4108	Programs							
184 4110	TV	4,214	4,721	5,004	2,405.00			
184 4112	Radio	3,200	3,075	3,405				
184 4114	Print/Advertising	2,866	4,258	13,417	1,445.45			
184 4116	Website	688	4,398	630	720.00			
184 4118	Printing	1,200		1,185				
184 4120	Digital		1,683	3,300	-			
185	Main Stage	39,882	58,582	55,956	7,700	-	54,950	
185 4122	Audio	6,877	7,080	8,056			7,200	
185 4124	Performers	28,971	45,810	41,968	7,700.00		45,000	
185 4126	Accommodation	1,204	3,053	3,215				
185 4128	Meals	488						
185 4130	Transport	1,294						
185 4132	Stage Manager	409	1,750	1,750			1,750	
185 4134	APRA	638	889	966			1,000	
186	Big Screen	7,273	7,590	10,130	1,500	-	-	
187	Community Groups	1,250	2,150	2,200	-	-	2,200	
188	Children's Entertainment	1,431	400	2,540	-	-	3,000	
189	Operations	24,132	22,092	26,342	-	-	23,000	
189 4142	Hire Equipment	10,265	8,294	8,953			8,000	
189 4144	Stage			2,848				
189 4146	Security	10,100	10,798	10,798			11,000	
189 4148	First Aid							
189 4150	Toilets	3,016	3,000	3,400			4,000	
189 4152	Fencing	751		344				
190	Bar	9,375	9,812	10,154	593	-	12,000	
191	Stalls	7	-	-	-	-	-	
192	Miscellaneous	5,997	12,009	3,182	4,440	-	3,700	
192 4155	Tickets	616	1,045	443			500	
192 4160	Storage Shed	809	867	758	344.70		800	
192 4162	Volunteers	356		365			400	
192 4164	Other	1,440	6,097	1,616	4,095.04		2,000	
192	Cooking Dem Chef		4,000					
192 4166	Gazebos	2,777						
193	Office	308	1,358	55	89	-	250	
194	Merchandise	2,741	1,355	2,994	780	-	2,500	
195	Insurance	3,171	2,912	-	-	-	3,000	
196	Electricity	112	156	350	-	-	500	
197	Sponsors Reception	35	-	398	-	-	800	
	TOTAL Income	154,519	161,767	180,652	39,291	-	173,700	
	TOTAL Expenditure	138,428	160,187	162,143	39,889	-	163,900	
	Profit (- Loss)	16,091	1,580	18,509	999	-	9,800	
	Reserve Year End - Closing Balance	69,634	71,215	89,724				

Tumbabest Accounts

02/03/2019

WO	Task Description	2016 Actuals	2017 Actuals	2018 Actuals	2019 Actuals	2019 Committed	2019 Budget	Comments
	Event-generated	89,800	100,837	105,178	191	-	109,700	
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199	Children's Entertainment	-	-	-			-	
	Sponsorships	55,722	44,220	52,539	43,400	-	58,000	
199 157	Sponsorships	45,722	36,220	47,252	43,400.00		50,000	
199	Council	10,000	8,000	5,287			8,000	
	Event-associated	-	-	172	-	-	-	
	Grant	-	10,000	16,744	-	-	-	
	Miscellaneous	8,997	6,710	6,020	-	-	6,000	
199 190	Bank Interest	1,790	1,733	1,800			1,800	
199	Cool Room Hire	-	-	-			-	
199 195	Big Screen Advertising	4,905	-	-			-	
199 143	Sundry	2,303	4,977	4,220			4,200	
	Coordinator	30,227	23,636	19,940	19,800	-	40,000	
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184 4120	Digital		1,683	3,300	-			
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189 4148	First Aid							
189 4150	Toilets	3,016	3,000	3,400			4,000	
189 4152	Fencing	751		344				
190	Bar	9,375	9,812	10,154	593	-	12,000	
191	Stalls	7	-	-	-	-	-	
192	Miscellaneous	5,997	12,009	3,182	4,440	-	3,700	
192 4155	Tickets	616	1,045	443			500	
192 4160	Storage Shed	809	867	758	344.70		800	
192 4162	Volunteers	356		365			400	
192 4164	Other	1,440	6,097	1,616	4,095.04		2,000	
192	Cooking Dem Chef		4,000					
192 4166	Gazebos	2,777						
193	Office	308	1,358	55	89	-	250	
194	Merchandise	2,741	1,355	2,994	780	-	2,500	
195	Insurance	3,171	2,912	-	-	-	3,000	
196	Electricity	112	156	350	-	-	500	
197	Sponsors Reception	35	-	398	-	-	800	
	TOTAL Income	154,519	161,767	180,652	43,591	-	173,700	
	TOTAL Expenditure	138,428	160,187	162,143	39,889	-	163,900	
	Profit (- Loss)	16,091	1,580	18,509	3,701	-	9,800	
	Reserve Year End - Closing Balance	69,634	71,215	89,724				