

**ATTACHMENTS**

**ORDINARY  
MEETING OF  
COUNCIL**

**2 AUGUST 2010**

# **ATTACHMENT**

**1**

LGA Annual Conference 2010  
Motions for Conference

**Responsible Officer:** (LGA Office Use Only)

**Item Number:** (LGA Office Use Only)

**Reference Number:** (LGA Office Use Only)

**Category:** (LGA Office Use Only)

**Council:** *Please insert the full name of your council*

**Issue:** *Please insert the subject of your motion in as few words as possible*

**Theme:** *Delete inapplicable:*

- Modernising the financing of Local Government,
- Modern approaches to community wellbeing,
- Modern approaches to the natural and built environment

**Motion:** *Insert Motion Text which should commence*

That the Local Government Association...

**Note from Council:** *Insert Note from Council*

**Please note the following:**

Motions should be sent to [lgaconference@lgsa.org.au](mailto:lgaconference@lgsa.org.au) in word only. Please ask for a read receipt upon sending.

A copy of the motion(s) with a covering letter from Council can be sent to the Associations:

Local Government Association of NSW  
GPO Box 7003  
SYDNEY NSW 2001

Motions should be framed as succinctly and effectively as possible.

Formatting should be in Arial 11, single spacing (including in between sentences), in Word format only and should be checked for grammar and spelling.

Please visit the LGA Conference website for more details: <http://www.lgsa-plus.net.au/www/html/2769-2010-lga-conference.asp>

# **ATTACHMENT**

**4**



Planning

Lithgow City Council

Scanned

25 JUN 2010

Contact: Colin Phillips Doc. No.....  
Phone: (02) 9228 6487 DA Ref.....  
Fax: (02) 9228 6466 Vars.....  
Email: [colin.phillips@planning.nsw.gov.au](mailto:colin.phillips@planning.nsw.gov.au)

Mr Roger Bailey  
General Manager  
Lithgow City Council  
PO Box 19  
LITHGOW NSW 2790

Our ref:

Dear Mr Bailey

**Wallerawang Quarry (DA 344-111-2001)  
Appointment of Community Consultative Committee Members**

The Department of Planning has been notified that Mr Paul Curran, Chairperson of the Wallerawang Quarry Community Consultative Committee (CCC), has recently resigned his position. He has indicated that he would be willing to continue on the CCC as a community representative.

I understand that the Council representative on the CCC, Councillor Howard Fisher, would be willing to take up the role of Chairperson of the CCC.

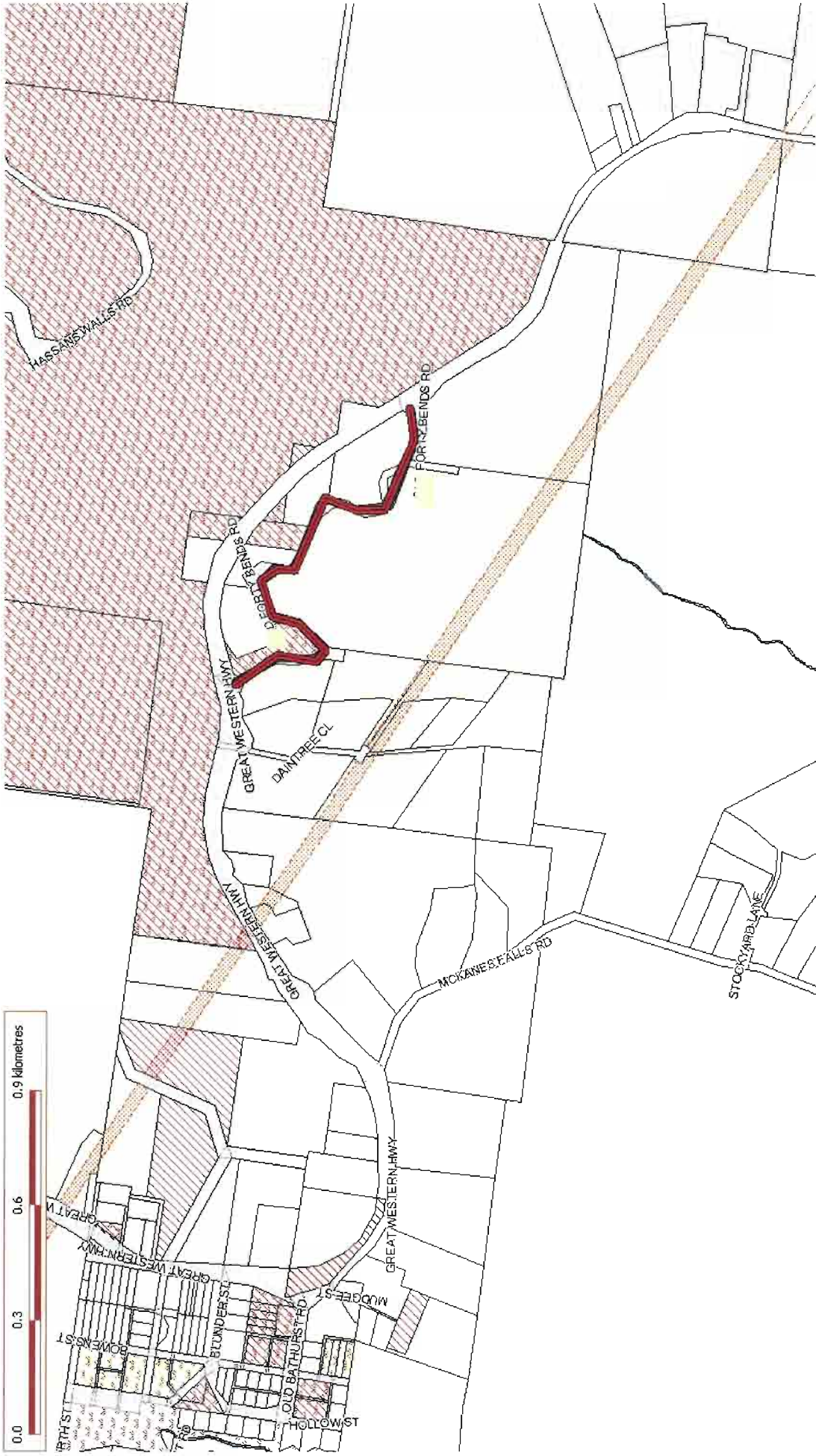
In accordance with the requirements of the quarry's consent, I am now seeking Council's views about both the appointments of Councillor Fisher and Mr Curran as respectively, Chairperson and community representative for the CCC. I believe that Council is familiar with the abilities and experience of both these nominees due to its previous consideration of their appointment to the CCC in 2009. Please contact Colin Phillips if any further details about these nominations are required.


Yours sincerely

Howard Reed 23-6-10  
Manager  
Mining Projects

# **ATTACHMENT**

**5**




**FORTY BENDS ROAD**

# **ATTACHMENT**

**9**

**To:** Ann-Maree Carruthers – Dept of Planning  
**CC:**  
**From:** Dion Killiby - RTA **Date:** 3/6/9  
**Ref:** **Pages:** 5  
**File no:**  
**Subject:** Emirates Resort, Wolgan Valley



# REPORT INTO WOLGAN ROAD

## Issue

The Department of Planning is seeking independent advice on the extent of damage caused by construction vehicles.

## Background

The road was agreed to be upgraded in three stages. The upgrading of an existing 14km unsealed section to an all weather gravel road along the valley floor is the area in dispute.

## Conclusion

Had Emirates and Council better discussed the requirements and challenges likely to be encountered during the construction phase it is foreseeable that much of the present dispute could have been avoided, particularly with respect to the timing and type of construction works on the unsealed section across the valley floor.

That said, Council have delivered an all weather gravel pavement as was required. It could be said that the construction was a little less than desirable in terms of isolated sections being of a crossfall and grade too flat so as to lead to premature potholing. However, of much greater significance are the very high traffic volumes (four times) and especially heavy vehicles (28 times) over and above what was originally proposed in the traffic engineering report.

The sheer number and type of vehicles using Wolgan Road has placed this section under much greater stress than was flagged in the proposal, leading to nearly instant corrugating of the pavement following regrades, and in turn much higher demand on regrading frequency to manage the development of corrugations and rutting in the wheel paths.

Performance after opening will be heavily dependant on the number of veh/day. Should it be within the 50-100 veh/day range then the proposed 3 or 4 grades per year may well turn out to be appropriate to maintain the road in a satisfactory condition. However, should the numbers turn out to be much more than this, a higher frequency of maintenance works may well be necessary, with an associated cost implication.

Between now and Resort opening, a higher frequency of grading is recommended to control corrugation development and in turn premature pavement wear, thereby limiting the potential for further significant resurfacing works in the near future. Given that we are well into the wetter winter months, and noting that a significant amount of gravel still needs to be hauled into the Resort site, it is foreseeable that the demands on maintenance of this section are not going to diminish until the number of trucks in particular begins to reduce.

It appears the traffic volumes proposed for the development have been either overlooked or not considered in approval of this project. To assume a construction project of this size could be constructed with only 2 to 3 medium sized delivery trucks as set out by the developer is so highly optimistic that it borders on being unrealistic.

## Scope of Works as Outlined in the Brief

1. Were works undertaken by Council to upgrade the unsealed section of Wolgan Rd Appropriate?

The works undertaken by Council to create an all weather gravel pavement seem to have been appropriate in terms of the type of gravel, widening of the pavement to safely allow vehicles to pass, straightening of tight curves, and generally placing a pavement that can be traversed in the wet as compared to what existed prior to the works being undertaken.

However, it should be noted that the timing of the works is an area that with more communication of the needs of the various parties from the outset could have been better managed, and in turn alleviated much of the current conditions and potentially avoided this dispute.

2. Was Councils estimation of the extent of damage, program of works undertaken and cost to repair to damage reasonable?

The cost put forth in Councils submission of \$37,780 for a grade, water, patch gravelling is of the order of magnitude expected for the scope of works over the given length. Whilst Council have not proposed a total of the costs incurred over and above what they consider reasonable, they have alluded to it by means of citing the frequency that they have been required to regrade the unsealed section. It seems that the parties are effectively in dispute over a potential \$100,000-150,000 but this remains unclear at the time of writing on the basis that Council does not know how many more time they will be called upon to carry out maintenance works between now and the time of opening.

3. Were activities associated with the construction of the Emirates Resort the primary cause of damage to Wolgan Rd?

There is little doubt that the movement of heavy construction vehicles related to the construction works on the Emirates project have caused the damage to Wolgan Road.

Both parties (Emirates and Council) stated in our discussions that the focus should not be solely on the total number of vehicles trips, but more so on the types of vehicles and hence how many of the trips are carried out by heavy vehicles (categorised as class 3 and above).

Traffic count figures for six weeks during October and November 2008 show:

Week Ending	Ave Vol (AADT)	% Over Class 3	# over Class 3
17/10/08	354	47.2%	167
24/10/08	362	45.4%	163
31/10/08	369	45.9%	169
07/11/08	350	45.4%	158
14/11/08	397	50.0%	198
21/11/09	<u>360</u>	44.7%	<u>160</u>
	365 average		169 average

Figures taken from the 11<sup>th</sup> to the 25<sup>th</sup> of May 2009 show similar numbers with AADTs of 362 and 330 and around 50% over class 3 category vehicles.

Section 7 of the McLaren Traffic Engineering report puts forward figures of 80-90 trips per day, of which only 6 would be trucks with maybe 30 mini bus trips.

Hence the actual numbers of total trips are at least four times more than that proposed in the original submission. And in terms of heavy vehicles, the 6 trips per day proposed fall far short of the 169 being measured.

This is some 28 times more than proposed in the McLaren Traffic Engineering report..

4. What would constitute a reasonable maintenance regime for the road?

The maintenance regime seems appropriate in principle, except that it is clearly not able to keep up with the demands placed on it by the levels of construction traffic. Three times a year for a pass with a grader/roller/water cart combination should suffice under a more standard mix of traffic.

ARRB publish *Guidelines to Good Practice for Unsealed Roads Manual* which the RTA commonly uses as its starting point for scheduled maintenance on its unsealed roads network. With reference to section 2.5 of that manual, studies undertaken show that an optimal grading frequency is in the order of 4000-8000 vehicle passes. This is consistent with a frequency of once every three months for roads with between 50-100 veh/day. The manual also recognises that the frequency of grading is dictated by a number of other issues ranging from political to economic and technical.

With this in mind, it is noted that Council in their report suggest a frequency of twice per year for 60-70 veh/day, and raising this to three times per year once the Resort is open, which is certainly consistent with what the RTA would deem as reasonable taken into account competing pressures on their road network.

However, with AADTs running around the 350 veh/day, this suggests a grading frequency of 2 to 3 weeks.

5. Are current construction traffic controls appropriate?

Whether the traffic controls on Wolgan Road are appropriate is a difficult question given that the road is still a public road and does not in essence form part of the construction site. At the same time the traffic movements are clearly dominated by traffic going to and from the resort facility being under construction. Whilst construction traffic controls on Wolgan Road are minimal and limited to:

- a few signs describing which channel to have the radios switched to
- a few Variable Message Signs (VMS), and
- black out periods in the morning where trucks cannot come down the Gap so as to avoid local bringing children out to go to the school bus pickup points

These controls do seem to be on balance appropriate for the conditions.

6. What alternative maintenance regimes could be implemented over the construction period to minimise the damage to the road?

Management of corrugations and potholes is central to getting best value for money out of an unsealed pavement.

Corrugation development is closely linked to the number of vehicles using the road. For roads with in excess of 200 veh/day corrugations can begin to develop in as little as 2 days (Figure 2.1(b) of the Manual refers). Once again, what is being evidenced on Wolgan Road is supported by this information.

The areas which have been more susceptible to potholing tend to be those with flatter grades and flatter crossfalls. The remedy is to restore surface shape and crossfall. This is something Council could well address in the initial construction and ongoing maintenance to ensure they do not create additional flat areas on the pavement that do not readily drain water.

A much higher grading frequency in keeping with the significantly higher AADTs is an area that could be considered to prevent the need for further more expensive gravel resurfacing operations between now and opening.

John Harrison  
District Works Manager

Dion Killiby

# **ATTACHMENT**

**11**

# ENVIRONMENTAL ADVISORY COMMITTEE MEETING MINUTES

21<sup>st</sup> April 2010 AT LITHGOW CITY COUNCIL

<b>Date &amp; Time:</b>	Wednesday 21 <sup>st</sup> April 2010, 4.00 pm to 6.00 pm
<b>Venue:</b>	Community and Culture Meeting Room, Lithgow City Council 180 Mort Street
<b>Meeting Purpose:</b>	Lithgow Environmental Advisory Committee Meeting
<b>Chair:</b>	Trish Kidd
<b>Present:</b>	Helen Drewe, Wayne Levi, Sue Graves, David Durie, Trish Kidd, Neville Castle, Sarah Childs, Col Hunter (Liz Bastion - Guest Speaker)

## ITEM 1 APOLOGIES

Councillor Fisher, Matthew Johnson, George Quinell.

## ITEM 2 CONFIRMATION OF MINUTES

Minutes of the February meeting confirmed.

### Business Arising from Minutes

1. Letter of appreciation for Phillipa Childs contribution to the EAC was written and signed by Chair of EAC, Patricia Kidd.

Table of Running Issues

Date	Item No.	Issue	Recommended Action	LEAC Response
Dec 08	4	Re-activation of Hassans Walls Reserve Management Committee	David to pursue required status. Request EOI from current members and alternates as a start point. Advertise in paper?	Hassans Walls Management Committee to be reactivated once council has completed a review of all public lands.
Dec 08	4	Hassans Walls Reserve draft Plan of Management	That the draft PoM be tabled at future EAC meeting.	See above
Oct 09	7	Bungleboori Toilets	Follow up on letter Council sent to State Forest	
Oct 09	8	Plan of Management for Hassans Walls	Update EAC on progress of Plan	
Oct 09	8	<i>Leptospermum Blakelii</i>	Incorporate in Plan of Management and provide protection	Soil Services to provide quote for protection.
Feb 10/10	4	Write report to Council in regard to the Hedley Thomas Presentation	Report to be written by D Durie including EAC recommendations	
Feb 10/10	7	Lake Pillans Boardwalk maintenance report and repair	Matthew Johnson to advise EAC whether Council has budgeted for urgent repairs and maintenance.	

Feb 10/10	8	Invite Group Manager Andrew Muir to update EAC on Clarence Transfer	Invite to be sent to Andrew Muir	Presentation completed 21.04.010
Feb 10/10	9	Invite Suzanne Lollback to update EAC Plan of Management for Hassans Walls	Invite to be sent to Suzanne Lollback	Invited but unavailable to attend. Update provided by SL

### **ITEM 3 URBAN SUSTAINABILITY PROJECT OFFICER**

Council has received an Environmental Trust Grant to employ Kathy Fox as an Urban Sustainability Project Officer for two years.

Kathy told the EAC of her vast experience with other environmental organisations, networks, and groups and then summarised the projects that she will be involved in. These include:

- Earthworks community education program
- Reusable shopping bag campaign
- Shop local campaign
- Farmers Creek precinct development & community tree planting scheme
- Feasibility study for a local carbon credit scheme

### **ITEM 4 COUNCIL UPDATE ON STP AND CLARENCE TRANSFER**

Council's Group Manager Andrew Muir gave an update on progress with the sewage treatment plant and Clarence Water Transfer Scheme.

Andrew advised that construction had started on the Lithgow sewage treatment plant upgrade. Earthworks were largely completed and aeration tanks were now being installed. It is expected that works will be completed in the period December 2010 to early 2011. Investigations are continuing on the possibility of recycling water from the STP for use on the golf course, parks and gardens.

There are also plans to upgrade the Wallerawang STP. Sydney Catchment Authority has provided Council with funding and the State Government has provided an interest free loan. Tenders for this upgrade will be released by Council shortly.

Funding has been approved from the State Government and approval for a 14 megalitres/day transfer from Clarence has been granted. Before this occurs a number of environment and health assessments need to be completed. Council is also continuing with its plan to supply other towns outside of Lithgow with the Farmers Creek water supply.

Andrew also took the opportunity to address concerns raised by EAC members, at a prior meeting, in regard to methane productions from landfills. Andrew advised that these concerns had been addressed in an Environmental Impact Statement and that monitoring would occur.

## **ITEM 5 SOIL CARBON SEMINAR**

Sarah Childs gave an overview of a soil carbon seminar that she attended at Hartley. Issues covered relate to soil carbon in agriculture, including:

- Influence of farm management practices on soil carbon
- Carbon cycles, soil carbon fractions
- Effects of climate and soil type on soil carbon
- Organic carbon amendments
- Whole-farm carbon dynamics
- The Emissions Trading Scheme and how is it shaping.

Sarah advised on the importance of carbon in the soil and need for soil testing of carbon content.

## **ITEM 5 a SENSITIVE LAND**

Sarah raised concern about environmentally sensitive land being sold by Council that had little development potential or that ideally should not be built on. This was discussed by the committee and it was decided that this issue should best be addressed through Council's Land Use Strategy and Local Environment Plan process.

Recommendation: That the EAC be consulted in relation to the Land Use Strategy and Local Environment Plan.

## **ITEM 6 TERMS OF REFERENCE AND COUNCIL MINUTES**

David Durie reported that the Hedley Thomas presentation was reported to Council and Council resolved on 01/03/10 that Council:

1. Further develop the concept of the Farmers Creek Track and Trail Network and take ownership of the project by developing a plan that can be implemented over a number of years.
2. Dedicates staff or other resources to developing the concept and plan.

(minute 10-78)

Further, that Council received the EAC minutes of the 14<sup>th</sup> of October and that Council resolved on the 1 March 2010 that:

1. Note the minutes of the EAC meeting held on the 14 October 2009.
2. Support the concept of community garden in Lithgow subject to receipt of a detailed submission and public consultation.

(minute 10-79)

In addition Council resolved on 12 April 2010 to adopt the draft Terms of Reference for the Environmental Advisory Committee (minute 10-137). David Durie will now issue expressions of interests for membership to the committee.

## **ITEM 7 GRENCORPS LOLA/COUNCIL PROJECTS**

Sue Graves raised the possibility of using Greencorps to do tree planting on road sides along the Great Western Highway. A discussion in regard to occupational health and safety issues with Greencorps working on or near a main road then occurred.

It was also explained to the committee that the current Greencorps model was not working well in Lithgow due to the lack of attendance of Greencorps members. It is expected that the Greencorps model may change back to a more successful previous model in July and as such yield a better result.

## **ITEM 8 EAC IDEAS SHARING WITH CENTROC**

A discussion relating to information and ideas sharing with Centroc occurred and it was agreed to ask Liz Bastion from Centroc to attend the August EAC meeting.

## **ITEM 9 MEMBERS UPDATE**

Patricia Kidd (LOLA) advised of the Sycamore Weed Busting weekends at the Jenolan Karst Management Reserve and of the threat that the Sycamores pose to the reserve.

Patricia Kidd also advised that Lithgow and District Landcare has provided, through grant funding, much needed interpretative signage for Lake Pillans. Trish also noted that she had written to Council two months ago in regard to urgently need repairs of the Lake Pillans Board Walk and to date had not received a reply.

## **ITEM 10 GENERAL BUSINESS**

The committee agreed that a letter should be written to Julie Favell (LEG) thanking her for participation and contribution to the Environmental Advisory Committee.

The committee was advised that the Cultural Precinct study was now on display. Concern was raised that it did not include Farmers Creek.

A discussion occurred in regard to the lack of involvement of the EAC in planning and policy development such as the development of land use strategies, plans of management, Local Environment Plan etc.

Resolution: EAC requests that senior council management keep the EAC informed about planning and policy development as it relates to the environment so that the EAC can perform its role as an Environmental Advisory Committee to the Council.

## **ITEM 11 HISTORIC ITEMS**

See table of running issues

## **ITEM 12 CLOSE OF MEETING**

**MEETING CLOSED 6.15pm**

# **ATTACHMENT**

**12**

# Minutes

Lithgow  
Economic Development Advisory Committee  
Meeting

Date: Thursday, 15 July 2010 at 4.00 pm  
Venue: Lithgow Library

RSVP Kim Neilson  
[kim.neilson@lithgow.nsw.gov.au](mailto:kim.neilson@lithgow.nsw.gov.au)  
02 6354 9905

Economic Development Advisory Committee Meeting	
Item Number	Agenda Item
Item 1	Attendance and apologies
Item 2	Confirmation of minutes from previous meeting
Item 3	Business arising from previous minutes
Item 4	WORKSHOP: Implementation of the Economic Development Strategy
Item 5	Development of an 'Investment Prospectus' for Lithgow
Item 6	Other Business
Item 7	Next Meeting

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**ITEM 1 ATTENDANCE AND APOLOGIES**

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**Present:** Cllr Neville Castle, Roger Bailey, Steve Saladine, Stuart Buck, Ian Milliss, Craig Gillard, Wendy Dwyer, Mark Andrews, Michael Alexander

**Officers:** Suzanne Lollback, Arabella Perugini-Sheere

**Apologies:** Edward Frater, Gerard Martin, Bob Debus, Cllr Graham Danaher

**Declaration of Interests:** NIL

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**ITEM 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING**

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**SUMMARY**

Confirmation of the minutes of 10 June 2010.

**COMMENTARY**

Following circulation after the meeting, the Minutes of the 10 June 2010 were endorsed by three members of the Economic Development Advisory Committee. They were put to Council on 21 June 2010 and endorsed by Lithgow City Council.

**MOVED:** Ian Milliss

**SECONDED:** Steve Saladine

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**ITEM 3 BUSINESS ARISING FROM PREVIOUS MINUTES**

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**Nominations to the Committee**

The Council received one nomination from the Manufacturing Sector and received three nominations from the Tourism Sector (with one withdrawing). The nominations were put to Council on the 21 June 2010. The successful applicants to the Economic Development Advisory Committee were:

Stuart Buck – Endless Belts (Manufacturing)  
Michael Alexander – Lithgow Workies Club

Members were also advised of the alternative delegates for Delta Electricity and Centennial Coal as follows:

1. Delta electricity – Michelle Blakely
2. Centennial Coal – Craig Gillard

**RECOMMENDATION**

**THAT** Council notes that the Committee was informed of the newly appointed delegates.

**MOVED:** Ian Milliss

**SECONDED:** Roger Bailey

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**ITEM 4: WORKSHOP: IMPLEMENTATION OF ECONOMIC DEVELOPMENT STRATEGY**

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**SUMMARY**

This workshop will identify the future directions and priorities for the implementation of the Lithgow Economic Development Strategy.

**COMMENTARY**

On 21 June 2010 Council adopted the Lithgow Economic Development Strategy. Members of the Economic Development Advisory Committee are now asked to assist with identifying priority actions to commence the implementation of the Economic Development Strategy.

Members have been provided with a tabulated list of actions which were identified in the Economic Development Strategy as key tasks (Section 5.8) and are asked to consider these in order of priority. A full list of actions can be found in the Economic Development Summary document attached.

Due to the large number of actions tabulated in the Economic Development Strategy, the committee suggested being provided with the full list of action items in an electronic format with a function that enabled EDAC members to prioritise each action electronically. This information will then be collated and a second meeting convened to discuss the outcomes and practical way to move forward.

**ATTACHMENT**

Economic Development Summary document.

**RECOMMENDATION**

**THAT** Council notes that EDAC members will be provided with an electronic version of the Economic Development Strategy actions for them to prioritise and submit electronically.

**MOVED: Steve Saladine**

**SECONDED: Ian Milliss**

**ITEM 5: DEVELOPMENT OF AN 'INVESTMENT PROSPECTUS' FOR LITHGOW**

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**SUMMARY**

This report provides an overview of the proposed content to be included in an Investment Prospectus for Lithgow.

## **COMMENTARY**

It is suggested that as a matter of priority an Investment Prospectus be developed to help promote the Lithgow Local Government Area to prospective investors. Below is a list of chapter headings that will be included in this document. Committee members are asked to identify any additional subject areas that should also be included:

1. Welcome to Lithgow
2. The History of Lithgow
3. Workforce and jobs
4. Lifestyle attributes
5. Business and Industry
6. Assets and Opportunities
7. Lithgow City Centre
8. Portland Town Centre
9. Wallarawang Town Centre
10. Facilities and Business Services
11. Industrial Land Opportunities
12. Testimonials
13. Key contacts

Committee members suggested that the prospectus not include a separate section on 'The History of Lithgow'. Lithgow's skilled base history will be mentioned as this is a positive attribute to acknowledge and all marketing material will be written in a positive way looking to the future.

Members agreed that separate prospectus' should be developed for separate industries.

## **RECOMMENDATION TO COUNCIL**

**THAT** Council notes the proposed content of the Lithgow Investment Prospectus.

**MOVED:** Ian Milliss

**SECONDED:** Wendy Dwyer

## **ITEM 6 OTHER BUSINESS**

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A formal letter of thanks should be provided to Bob Debus by Council for his generous support shown for the region.

## **RECOMMENDATION TO COUNCIL**

**THAT** Council writes a letter of thanks to Bob Debus for his generous support shown for the region.

**MOVED:** Neville Castle

**SECONDED:** Roger Bailey

**ITEM 7      NEXT MEETING**

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The next meeting will be held on a date to be determined at the end of August 2010 following consultation with members.

# **ATTACHMENT**

**13**

**Minutes**  
**Tourism Advisory Committee**  
6 July 2010  
held at Lithgow City Council at 5:00pm

**ITEM: 1      PRESENT AND APOLOGIES**

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**Present:**      Clr Wayne Marshall, Clr Howard Fisher, Mr Roger Bailey, Mr Thomas Ebersoll, Mr Michael Wilson, Mr Danny Whitty, Mr Ron Fitzpatrick, Mr Michael Forbes, Mrs Margaret Edwards.

**Apologies:**    Ms Kate Faithorn

**Officers:**      Ms Suzanne Lollback, Ms Kellie Barrow

**Declaration of Interests:**

**ITEM: 2      CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING**

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**RECOMMENDATION**

**THAT** the Minutes of the meeting of Tuesday 1 June 2010 be taken as read and confirmed.

**MOVED:**      Clr Howard Fisher

**SECONDED:** Mr Thomas Ebersoll

**ITEM: 3      BUSINESS ARISING FROM PREVIOUS MINUTES**

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Mr Thomas Ebersoll presented the committee with suggestions of a previous map used in a Lithgow publication. Ms Suzanne Lollback presented up to date maps that Lithgow City Council currently has updated on Councils website.

**RECOMMENDATION**

**THAT** Maps will be developed in line with information in the Lithgow Visitors Guide.

**MOVED:**      Mr Thomas Ebersoll

**SECONDED:** Mr Danny Whitty

**ITEM : 4      DISCUSSION WITH THE LITHGOW BUSINESS ASSOCIATION**

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**SUMMARY**

This report advises that the Executive Committee of the Lithgow Business Association attended the Tourism Advisory Committee meeting at 5.30pm to discuss working collaborative projects.

**COMMENTARY**

The executive committee of the Lithgow Business Association have expressed interest in working co-operatively with Lithgow City Council Tourism Advisory Committee.

Issues discussed include:

- Joint membership mail out
- Information Sessions for Lithgow Business Network development project.
- Other issues as identified.

## **RECOMMENDATION TO COUNCIL**

**THAT** Council:

Notes that the Executive of the Lithgow Business Association will meet with Tourism Staff to look at areas where both Committee's can work together.

**MOVED:** Mr Danny Whitty

**SECONDED:** Mr Ron Fitzpatrick

## **ITEM : 5 100 YEAR ANNIVERSARY OF THE TEN TUNNELS**

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### **SUMMARY**

This report provides information regarding the proposed activities to recognise the 100 Year Anniversary of the Ten Tunnels through to Lithgow and the west in 1910.

### **COMMENTARY**

Saturday 16 and Sunday 17 October 2010 will be one hundred years anniversary of the first train from Central Station through to Bathurst using the 'Ten Tunnels' and the closing of the Zig Zag rail line.

The opening of the line and the Ten Tunnels saw a significant reduction of travel time and the expansion of industries west of the Blue Mountains.

In 1910 there was no official opening of the Ten Tunnels entering into the valley.

There has been interest from several groups to stage some activities to mark this milestone of 100 years

A Task Force Group has been established with Lithgow Tourism co-ordinating the group. The group consists of members from Rail and Mine Heritage, Lachlan Valley Rail, Zig Zag Railway and Lithgow City Council's Cultural Development Officer. A meeting was held on Monday the 21 June 2010 to discuss potential activities. Each member of the task force group will be responsible for various activities and the appropriate approvals for such activities. Coordination of the various activities and the single point of contact for the public will be Lithgow Tourism.

### **Proposed Activities**

- Invitation to the Premier, Road and Transport Minister, the Local State and Federal Ministers along with Mayor and Councillors to the official unveiling.
- Official unveiling of a plaque to commemorate the opening and the 100 year anniversary.
- Two Steam Train trips each day from Lithgow Station through to Katoomba and return (subject to approval from State Rail)
- Special train rides at Zig Zag Railway
- Photo Exhibition and presentations at Eskbank House
- Family activities at Eskbank House
- Special Rail Documentaries and Movies screening at Lithgow Community Cinema

- Retired Railway Workers dinner.
- Evening Train Trip (subject to approval from State Rail)

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Nil.

**ATTACHMENTS**

Nil.

**RECOMMENDATION**

**THAT** Council notes the activities that are being planned and that a further report will be put to the council once activities are fully confirmed.

**MOVED:** Mr Roger Bailey

**SECONDED:** Cllr Howard Fisher

**ITEM : 6 BLUE MOUNTAINS, LITHGOW OBERON TOURISM AWARDS**

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**SUMMARY**

This report advises that three submissions have been made to the Blue Mountains, Lithgow, Oberon Tourism Awards. These nominations are for:

- ||| Lithgow Visitor Information and Services
- ||| World Heritage Wonder Pass
- ||| Eskbank House for Cultural Tourism.

**COMMENTARY**

The Blue Mountains, Lithgow and Oberon Tourism Awards recognise and celebrate the diverse range of tourism product throughout the region and the outstanding individuals who promote and support the industry.

The 2010 Blue Mountains, Lithgow and Oberon Tourism Awards closed on Thursday 17<sup>th</sup> June 2010

Presented by the Blue Mountains, Lithgow and Oberon Tourism (BMLOT) and proudly supported by Wolgan Valley Spa and Resort, the Awards Ceremony and Gala Dinner is the most prestigious event on the BMLOT tourism calendar.

The BMLOT Awards celebrate and acknowledge tourism businesses that have demonstrated outstanding achievement and success throughout the year.

The Awards are held annually and are a submission and inspection-based competition. The Awards ceremony provides the opportunity to publicly recognise

and showcase the region's finest tourism operators. The winners will be announced on Friday 6 August 2010.

Lithgow Visitor Information Centre has entered in two categories:

- ||| Rod Murdoch Memorial Award for Visitor Information and Services – Lithgow Visitor Information Centre
- ||| New Tourism Development – World Heritage Wonder Pass

Lithgow City Council Cultural Development Officer has also entered Eskbank House in the Heritage and Cultural Tourism Section.

Winners of the BMLOT awards are automatically nominated to the Tourism NSW awards to be held in October.

The New South Wales Tourism Awards aim to:

- Encourage and celebrate creativity, professionalism and innovation.
- Provide a benchmark for best practice within the tourism industry.
- Promote business planning amongst New South Wales tourism operators.
- Encourage the continual raising of standards.
- Publicly recognise and reward excellence.
- Reinforce the value of the tourism industry.
- Reinforce consumer confidence in the tourism industry.
- Promote an annual platform of celebration for the industry and offer networking opportunities for operators, supporters and sponsors alike.
- Provide an opportunity for successful entrants to progress to the Qantas Australian Tourism Awards.

## **RECOMMENDATION TO COUNCIL**

**THAT** Council:

Notes that three submissions have been made to the Blue Mountains, Lithgow and Oberon Tourism Awards. These are:

- ||| The Rod Murdoch Memorial Award for Visitor Information and Services – Lithgow Visitor Information Centre
- ||| New Tourism Development – World Heritage Wonder Pass
- ||| Eskbank House in the Heritage and Cultural Tourism Section.

**MOVED:** Cllr Howard Fisher

**SECONDED:** Mr Danny Whitty

**ITEM: 7 TOURISM MANAGER'S REPORT**

**SUMMARY**

Update on operations at the Lithgow Visitor Information Centre.

**COMMENTARY**

**Visitation Statistics**

Month	2007/08	2008/09	2009/10
Jul	3681	4176	4725
Aug	2997	2609	4170
Sept	4376	3682	3915
Oct	4856	4769	5932
Nov	3434	3284	3588
Dec	4137	5042	3297
Jan	4882	5944	4899
Feb	3368	3747	3194
Mar	5397	4954	4072
Apr	5054	7201	7624
May	3157	4206	4191
June	2897	3520	3957
<b>Total Visitation</b>	<b>48236</b>	<b>53134</b>	<b>53564</b>

**Accommodation Commission Statistics**

Month	Total Price for Accommodation	Total Commission	No. of Visitor Nights	Total no. of bookings for the month
Jul-09	\$ 8,539.00	\$ 853.90	69	63
Aug-09	\$ 8,957.00	\$ 895.70	82	74
Sep -09	\$ 7,302.00	\$ 730.20	78	51
Oct - 09	\$ 16,072.00	\$ 1,607.20	115	58
Nov - 09	\$ 3,204.00	\$ 320.40	28	23
Dec - 09	\$ 1,840.00	\$ 184.00	19	11
Jan - 10	\$ 5,179.00	\$ 517.90	41	31
Feb - 10	\$ 2,973.00	\$ 297.30	28	19
Mar - 10	\$ 4,243.70	\$ 424.37	32	24
Apr - 10	\$ 29,162.00	\$ 2,916.20	142	53
May - 10	\$ 2,093.00	\$ 209.30	15	11
Jun - 10	\$ 4,167.00	\$ 416.70	23	14
<b>TOTAL</b>	<b>\$93,731.10</b>	<b>\$9,373.11</b>	<b>672</b>	<b>492</b>

**Staff Product Famils**

Staff Famils were conducted to the following:

- Hatters' Hideout
- Dargan Springs Health Retreat

**Possible Filming in Lithgow**

- "So who do you think you are" – BBC Show

## Promotions for Lithgow

- Sydney Morning Herald – Hartley on Hill Bed & Breakfast
- Yamaha Australian 4 Day Enduro – Transmoto Dirt Bike Australia Magazine

## Upcoming Events

The following are upcoming events for the Lithgow region:

### July 2010

#### Meet the Maker - Wine Tasting in the Valley

Sunday 4 July

Sample some of the regions finest wines with a tasting session at Adam's Shed hosted by a local winemaker.

**Location:** Adam's Shed, Great Western Highway, Hartley

**Contact:** Adam's Shed (02) 6355 2096

#### UK Band Silent Screams

Tuesday 6 July Doors open 5.30pm

Touring Australia Silent Screams will be playing at the Union Theatre with Bermuda, Buried in Verona plus local support

Drug and Alcohol Free – Breathalyser at the Door

**Location:** Union Theatre Bridge St Lithgow

**Contact:** Youthworx 63512230

#### NSW State Down Hill Mountain Bike Championships

10 & 11 of July 2010.

With a field of over 200 riders from under 15years to over 50 years there will be plenty of action from 11:00am. Saturday is practice day and racing on the Sunday.

The elite riders will be competing for the NSW State Championship on Sunday with a full day's program of both men and women races.

With spectacular views Hassans Walls is the highest scenic lookout in the Blue Mountains and will test skills of all riders and will offer an ideal location for spectators to enjoy a great day out.

**Location:** Hassans Walls, Lithgow

**Contact:** Insane cycles (02) 6351 3171

[www.insanecycles.com.au](http://www.insanecycles.com.au)

#### John Williamson returns to the Union Theatre

Friday 9 July at 7.30pm

Tickets available from Rock Sounds & HiFi in Main St Lithgow.

**Location:** Union Theatre Bridge St Lithgow.

**Contact:** (02) 6351 3990

#### A Day out with Thomas

Friday 9, Saturday 10, Sunday 11 and Monday 12 July 2010

Join Thomas and his friends for a unique steam train trip. Thomas will be there with James and Douglas and even Diesel will help pull the train. Sir Topham Hatt, the Fat Controller, will be there to say hello and Mr Conductor will ensure you can find your reserved seats on the train. A little Thomas the Tank Engine will pull Annie & Clarabel for you to ride in. There is a jumping castle, merry-go-round and face painters as well as a Thomas model railway. Bookings Essential.

**Cost:** \$37.50 per Adult & \$27.50 per Child

**Location:** Zig Zag Railway

**Contact;** Tel :(02) 6355 2955 [www.zigzagrailway.com.au](http://www.zigzagrailway.com.au)

#### The "Pictures at Portland"

Crystal Theatre Community Cinema

Friday 11 July 2010

Robin Hood

Saturday 12 July 2010

How To Train your Dragon

2<sup>nd</sup> Weekend of each month

**Location:** Wolgan Street Portland

**Contact:** Tel: 6355 5023

**“From Cello to Tango” – Jenolan Caves**

Saturday 17 July 2010

Georg Mertens will perform his "From Cello to Tango" program in the Cathedral Chamber of the Lucas Cave. Allow Georg and his solo cello to immerse your senses in magical melody. The Cathedral Chamber has arguably the best acoustics of any performance space in the world.

**Location:** Jenolan Caves

**Contact:** Tel: 1300 76 33 11

[www.jenolancaves.org.au](http://www.jenolancaves.org.au)

**Wizards Express – Zig Zag Railway**

Saturday 17 July 2010

Enjoy the magic and the mystery of the Zig Zag Railway's Harry Potter themed Wizards Express with three hours of fun and laughter. Walk through the wall on Platform 9¾, listen to "The Hat" sort you into your House before boarding the train for the run to Hogsmeade. Enjoy a magic show and some pretty gruesome school food. Don't be a muggle, dress as your favourite character and practise your spells before you come. Bookings Essential.

**Cost:** \$37.50 per Adult & \$27.50 per Child

**Location:** Zig Zag Railway

**Contact:** Tel: (02) 6355 2955

[www.ziqzagrailway.com.au](http://www.ziqzagrailway.com.au)

**Simon Tedeschi on the Grand Piano and Ian Cooper virtuoso violinist**

Friday 23 July Time: 7.30pm

The theme is of Jazz and the classics with brilliant pianist Simon Tedeschi and violin virtuoso Ian Cooper playing solo and improvising in duets. This promises to be a wonderful evening of fine music by two superb young musicians.

Bookings are available from Rock Sounds & HiFi in Main St Lithgow or at the Conservatorium (Ph 6351 3990). Some seats will be available at the door.

**Location:** Union Theatre Bridge St Lithgow.

**Contact:** Ph 6351 3990 or 6351 4779

**World Favourites by Paganini Duo – Jenolan Caves**

Saturday 24 July 2010 Time: 4.00pm

World favourites, including works by Villa-Lobos, Piazzolla, Toselli, Vivaldi & Granados, performed by Gustaw Szelski on violin & Georg Mertens on guitar. Experience the excitement, deep underground in the Lucas Cave.

**Location:** Jenolan Caves

**Contact:** Tel: 1300 76 3311

[www.jenolancaves.org.au](http://www.jenolancaves.org.au)

**Go Kart Racing – Heavy Format**

Saturday 24 to Sunday 25 July 2010

Enjoy go kart action at its best. Part of the Championship round

**Location:** Lithgow City Raceway

**Contact:** CDKC (02) 6351 4356

or committee headquarters (02) 4773 8002

[www.cdkc.com.au](http://www.cdkc.com.au)

**Motorcross Action – High Country Series**

Sunday 25 July 2010

Events cater for riders of all ages.

**Location:** New Haven Park Orange

**Contact:** Lower Mountains Motorbike Club

Maree Kirby (02) 6336 2202

[www.lmmcc.com.au](http://www.lmmcc.com.au)

## **RECOMMENDATION TO COUNCIL**

**THAT** Council:

Notes the update on operations from the Tourism Office and upcoming events.

**MOVED:** Mr Michael Wilson

**SECONDED:** Mr Ron Fitzpatrick

## **ITEM: 8 GENERAL BUSINESS**

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- Letter of Recommendation from Australian 4 Day Enduro from the Event Co-ordinator for the Australian 4 Day Enduro was presented to the committee. The Committee passed on their congratulations to the staff at the Visitor Information Centre on an outstanding achievement.
- Verbal update on the development of the Visitors Guide
- The Committee passed on their condolences to Mr Simon Francis (Tourism Officer) on the passing of his father.
- Mr Roger Bailey updated the Committee on the Round 3 application of RLCIP funding. One of the projects listed on the application is the Blast Furnace Walkway and Lake Pillans upgrade.
- Mr Thomas Ebersoll asked about the status of the provision of toilets at Hassans Walls Lookout as it was a submission to the 2010-11 budget. It was advised that toilets have not been placed in the budget as further investigations are required.

## **RECOMMENDATION**

**THAT** Council:

Notes the issues raised by members of the Tourism Advisory Committee in Other Business.

**MOVED:** Clr Howard Fisher

**SECONDED:** Mr Thomas Ebersoll

**Next Meeting of the Tourism Advisory Committee  
to be held on  
Tuesday 3 August at 5.00pm at the Lithgow City Council**

# **ATTACHMENT**

**14**

# Minutes of Indoor Aquatic Centre Advisory Committee Meeting Held on 8 July 2010.

## **Present:**

Iain Stewart, Roger Bailey, Jodie Stewart, Councillor Wayne Marshall, Terry Cambourn, Leanne Kearney

## **Apologies:**

Karen Luka, Councillor Ray Thompson, Darren King

## **Opened:**

4.00pm

## **Minutes of the previous meeting held on 17 June 2010**

Minutes were read by Iain Stewart, and confirmed as a true and correct record of proceedings.

**Moved:** Terry Cambourn      **Seconded:** Jodie Stewart

## **Business Arising from Previous Minutes**

The Committee was provided with a spread sheet detailing monthly attendances and income from the 2009 / 2010 season, which identified that the attendance from casual users was similar to that of season ticket sales. In summary, the figures showed that the attendances were low in October, picked up in November and December and declined in January, February and March.

Numerous variations to opening hours have been discussed with the Pool Manager, and suggested that the most appropriate change would be as follows:

- November / December / January, as well as weekends and school holidays – opening hours remain as per 2009 / 2010
- October / February / March / April – pool closes between 10.00am and 2.30pm weekdays
- Pool will remain open as per 2009 / 2010 hours for scheduled school carnival days
- Daytime closure of the Pool will be at the discretion of the Pool Manager, and if patronage is reasonable at 10.00am, the Pool Manager may decide to keep the pool open during the proposed closing period.

**Recommendation** that Council advertise the proposed adjusted hours to enable the community to provide comments and suggestions prior to a decision being formalised.

**Moved:** Terry Cambourn      **Seconded:** Jodie Stewart

### **General Business**

Iain advised that Council was unsuccessful in its application for funding under the Regional and Local Community Infrastructure Programme Round 3 grant, however, he has spoke to the Department of Health and Ageing regarding the possibility of utilising the full \$700,000 funding allocation for the works proposed as stage 1 of the Lithgow Aquatic Centre. The DHA have requested Council to provide an updated project plan for their assessment, noting that their original funding contribution was for the construction of an indoor facility. Upon assessment of the information Council provides, they may allow the funding to be used for Stage 1 works.

**Recommendation:** that the information be received

Meeting closed at 4.43pm, the date of the next meeting will be advised once Council is notified of it's funding application results by the DHA

# **ATTACHMENT**

**15**



## TRAFFIC AUTHORITY LOCAL COMMITTEE MEETING

MINUTES – JULY 1, 2010

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**PRESENT** – Iain Stewart (Operations Group Manager, LCC), Bob Willison (Ranger LCC), Clr Graham Danaher (LCC), Bob Walker (RTA), Senior Constable Luke Cole (Chifley Highway Patrol) and Kym Snow (Road Safety Officer, LCC).

**APOLOGIES** – Mr. George Schurr

### REPORT

**ITEM 1 – DECLARATION OF INTEREST** – Nil

### ITEM 2 – MINUTES OF THE PREVIOUS MEETING

The minutes of the Traffic Authority Local Committee Meeting held on 3 June 2010 were read and confirmed.

**Recommendation:** That the Minutes be taken as read and confirmed.

### ITEM 3 – BUSINESS ARISING FROM THE MINUTES-

#### ITEM 4- ONGOING ISSUES FROM THE MEETING HELD ON APRIL 1 2010

a) Traffic site distance issues at Methven Street and Wrights Road Lithgow- Ongoing. Traffic counters are to be installed at this location when available

b) B-Double, Road Train Access Application-Howard and Sons Portland Road for B-Double access (25 metre) from Portland Road Wallerawang through to the Castlereagh Highway.

Awaiting further correspondence from Howard and Sons in regards to this issue.

c) 49 Mort Street Lithgow-speed, site distance and parking resident concerns  
Onsite inspections carried out.

Response:-: An onsite inspection was conducted by the committee.

**Recommendation:-:** That the Police enforce speeding restrictions in this area and the installation of a concealed driveways sign to warn oncoming traffic that drivers may be exiting driveways onto the road.

MOVE: L. Cole

SECONDED: B.Walker

d) B-Double application from Forests NSW for the following roads–

- Meadow Flat Sunny Corner Road
- Dark Corner Road

- West Mitchell Road
- Cupitt's Lane
- Forest Ridge Drive
- Jenolan Caves Road
- Rydal Hampton Road

This item is ongoing.

**ITEM 5- Safety concerns Main Street Lane between Cook Street and Burns Lane Lithgow.**

Concern has been raised in regards too-

- motorists speeding and pedestrian safety in this lane
- the blind spot when exiting Woolworths underground car park
- Traffic conflict when speeding motorists and traffic exiting the car park come together (please refer to attached documentation).
- Vehicles exiting the car park behind the Police Station and turning down the one way lane to enter Woolworths car park

Response:-: The committee conducted an onsite inspection of the area to address the issues the area.

**Recommendation:**

That existing vegetation is removed and the "Watch for entering traffic" sign be relocated to address the site distance issue.

That a speed hump and a 10 kmh speed sign be installed on the road to slow and calm traffic in this area.

That further investigation into the issue of vehicles turning down the one way street to enter Woolworths is required in consultation with Woolworths.

MOVE- I. Stewart

SECONDED- B. Walker

**ITEM 6- Speeding drivers in Fullagar Avenue Lithgow**

Residents of Fullagar Avenue have expressed concern over drivers speeding and driving in a dangerous manner in this street (please refer to documentation attached).

Response:-: TALC completed an onsite inspection and met with Fullagar Avenue residents, Mr. and Mrs. Wild.

**Recommendation:-**: That following the installation of traffic counters placed in the Street the statistics from the data collected be reviewed;

That police enforcement of speed restrictions in this locality be implemented when resources are available

MOVE- B.Walker

SECONDED- L. Cole

**ITEM 7- Speed and road safety concerns at Hillcrest Estate, Lithgow**

Concerns have been raised over the excessive speed statistics that have been obtained from James O'Donnell Drive, Southbowenfels and the risk to pedestrians (please see attached documentation).

Response:- :Due to the rural appearance of the area drivers may think they are in a 100km/h speed zone. The installation of 50km/h speed zone signs would be of benefit in this location. The speed statistics for this James O'Donnell Drive are very high with many vehicles significantly exceeding the 50km/h speed limit. . looked into.

**Recommendation:-:** That Council write to the RTA asking for 50km/h speed zone signage to be installed on James O'Donnell Drive;

That Council writes to all residents of the area to inform them that this area is a 50km/h speed zone, that there is a speeding issue and that Police will be enforcing the 50km/h speed limit in this location;

Council investigate the median strips and vegetation re sight distance.

MOVE- L. Cole

SECONDED- B.Walker

VOTE: Unanimous

## **GENERAL BUSINESS**

### **1. Barton Avenue**

A resident wrote to TALC expressing concern over vehicles parking on both sides of the road at the new housing development site which is causing obstruction for vehicles travelling on the road and safety issues.

Response: It was noted that there must be a three (3) metre space between the centerline on the road and the inside edge of the vehicle for vehicles to park safely. At present this is not the case.

**Recommendation:-:** That No stopping signs be installed on the construction site side of the road.

MOVE: B.Walker

SECONDED: B.Willison

### **2. Intersection of Cox's River Road and Blackheath Creek Road Little Hartley**

A resident has written to the Committee asking that TALC investigate the intersection of Cox's River Road and Blackheath Creek Road at Little Hartley. The issues raised are-

- a) The absence of any road markings to signify the intersection
- b) A street sign for Cox's River Road so that drivers are aware of the road they are travelling on

Response:-: TALC conduct an onsite inspection of this intersection and report back to the next meeting.

**Recommendation:-:** TALC conduct an onsite inspection of the intersection and report back to the next meeting.

MOVE: B.Walker

SECONDED: I. Stewart

**Date of next meeting**

The next meeting will be held on Thursday August 5 at 2pm in the Council Committee meeting room, at 180 Mort Street, Lithgow.

With no further business the meeting closed at 3.15pm.

# **ATTACHMENT**

**16**

# CRYSTAL THEATRE MANAGEMENT COMMITTEE MEETING MINUTES

## 29 JUNE 2010

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### Meeting opened 4.10pm

#### ITEM 1 - ATTENDANCE AND APOLOGIES

**PRESENT:** The Mayor – Councillor Neville Castle, Councillor Col Hunter, Ron Bidwell, Dave Allan, Beverly Morris, Andrew Muir and Samantha Champion (secretary).

**APOLOGIES:** The Committee resolved to accept the apologies from Maree Statham.

#### ITEM 2 - CONFIRMATION OF THE MINUTES OF LAST MEETING

It was resolved that that the minutes of the previous meeting 22 April 2010 be accepted with a note to add fees and charges to the next meeting agenda.

MOVED: Beverly Morris

SECONDED: Dave Allan

#### ITEM 3 - BUSINESS ARISING

There were no items of business arising to be addressed by the Committee.

#### ITEM 4 - CORRESPONDENCE RECEIVED

Committee recommends that Mary Hampton be appointed as a 'Community Member' and Dave Allan be transferred as a 'Cinema Committee' representative.

MOVED: Col Hunter

SECONDED: Beverly Morris

#### ITEM 5 - TIMER FOR OUTSIDE LIGHTS NEEDS ALTERING

The committee addressed that the timer for the outside lights (side laneway, back and under awning) needs to be altered to save on electricity bills. It was suggested that a summer and winter timer be placed on the powerboard, with the lights to operate between 6.00pm and 10.00pm in the winter and 8.00pm and 1.00am in the summer. It was of concern that the Crystal Theatre has a duty of care to provide street lighting; however Councillor Castle advised that where street lighting is provided, business has no responsibility.

#### ITEM 6 - FESTOON LIGHTS NEED TO BE CHANGED TO A MANUAL SWITCH

The committee is concerned about the number of festoon lights that are blowing. It was suggested that the festoon lights are removed from the timer and placed on a manual switch with the other lights in the kitchen.

#### ITEM 7 - SPEAKER HOLE IN TICKET GLASS

Committee recommends that Jim Nichols is consulted to source a staff representative or contractor to cut a small hole for talking into, at average height in the existing Perspex window at the ticket booth.

MOVED: Beverly Morris

SECONDED: Dave Alan

#### ITEM 8 - SMALL VACUUM CLEANER

Committee recommends that Council purchase small vacuum cleaner.

#### ITEM 9 - ELECTRICIAN TO INSTALL CHANDELIER

As there is an access issue with installing the ceiling rose and chandelier in the original position, it is suggested that Council investigate the moving of the single exit sign, approximately 1m toward the front doors to allow the chandelier to be installed in the middle of the room.

MOVED: Col Hunter

SECONDED: Dave Alan

**ITEM 10 - WALL CURTAINS/STAGE CURTAINS**

Beverly Morris advised on Maree Statham's behalf that she has contacted an interior designer who has inspected the site and is now awaiting price and design. It was resolved that a generic email be addressed to all NSW Councils to source wall curtains from closing cinema/auditorium for acoustic purposes.

**ITEM 11 - CEILING ROSETTE**

Addressed under Item 9.

**ITEM 12 - NEW DISPLAY CABINET**

Display cabinet was obtained for \$20.00 including delivery from Westfund. It will be used to display cinema memorabilia in foyer area, with painting of Crystal Theatre to be mounted above cabinet. It was resolved that an email of thanks be sent to Rosy Ward – [rosy.ward@bigpond.com](mailto:rosy.ward@bigpond.com)

**ITEM 13 - URGENT BUSINESS**

Items discussed in urgent business to be noted or dealt with by Council staff as appropriate were:

- Painting – Ron Bidwell to phone quantities through for Jim Nichols. It was determined that the walls would be painted low sheen pale green and the ceiling would be painted matte white. Will need to purchase extendable rollers etc.
- Electricity account for \$572 received for the period of 16 February til 16 May. Significantly lower than last bill.
- Organ – following prior decision not to sell, it has been resolved that the organ will be advertised for sale in Council Column
- Exhaust fan for kitchen – resolved that this is not needed.
- Electricity in upstairs toilets – Andrew Muir to consult Jim Nichols and have the electricity connected when outside/festoon lights are altered and chandelier installed.
- Polycarbonate is required for Queen's portrait – resolved that this will be purchased out of Management Committee funds
- Ron Bidwell moved that another committee member become signatory. Resolved that both Dave Allan and Beverly Morris will be added as signatories.
- Resolved that Council will hang up commemorative plaques on front door side of wall next to ticket box
- Keys – resolved to approach Jim Nichols about sourcing two additional sets of keys for the roller shutter on disabled lift and chairlift itself. An additional set of keys for the noticeboard display is also needed.
- Code of Meeting Practice and Code of Conduct was also disseminated. A copy is to be brought to the next meeting for Maree Statham.

**Meeting closed 5.00pm**

**Next meeting to be held on Tuesday 28 September at Portland Crystal Theatre at 4.00pm.**