



Minutes

Tourism Advisory Committee Meeting

Wednesday 8th June 2016

5.30pm

Tourism Advisory Committee	
Item Number	Agenda
1	Welcome/present/ apologies
2	Confirmation of minutes
3	Business Arising from the previous minutes
4	Visitor Information Centre Upgrade
5	Lithgow City Council Event Venues
6	Consumer Shows
7	Update on Current Projects
8	General Business
9	Next Meeting

ITEM: 1 PRESENT AND APOLOGIES

PRESENT: Cllr Ross Higlett, Cllr Maree Statham, Mrs Helen Riley, Mr Rich Evans, Mr Greg Johnston, Mrs Renee DiFranco, Mrs Margaret Edwards, Mr Roger Bailey, Mrs Stacey Phillips, Mr Steve Ring

APOLOGIES: Mrs Barbara Bretherton and Mrs Juli-Ann Brozek

OFFICERS: Ms Kellie Barrow

DECLARATION OF INTERESTS: Mrs Renee DiFranco declared a pecuniary interest in Item 4 as her business is supplying minor items.

ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

The minutes for the meeting held on Wednesday 1st June 2016 will be emailed to Committee members.

COMMITTEE ACTION

THAT the Committee notes the minutes of the meeting of 1st June 2016 will be distributed to the committee via email.

ITEM: 3 BUSINESS ARISING FROM THE PREVIOUS MINUTES

The Committee was advised that Council has endorsed the Christmas in July Ball. The Ball will take place on Friday 22 July at the Lithgow Workies Club. Tickets are to be on sale at the Lithgow Workies Club.

ITEM 4: VISITOR INFORMATION CENTRE UPGRADE

At the Tourism Advisory Committee meeting on 18 August 2015 Council's staff presented the Committee with concept designs for the Visitor Information Centre upgrade.

The concept designs were provided by AUS Visual Merchandise. The upgrade has commenced works.

Timetable for the works include:

1st June – Painting and Electrical work

15th June – Shop fitting and Gyprock of major walls will commence
20th June – Carpet installed
22nd June – New desk to be installed.
23rd / 24th June – work should be completed

Lithgow City Council will be hosting an official opening to show off the new works on Tuesday 19th July 2016.

COMMITTEE ACTION

THAT the Committee notes the update on the Lithgow Visitor Information Centre upgrade with the official opening to be held on Tuesday 19th July 2016.'

MOVED: Mrs Stacey Phillips

SECONDED: Mr Steve Ring

ITEM: 5 LITHGOW CITY COUNCIL EVENT VENUES

A committee member requested the committee to discuss Council owned assets which have the potential to host events.

The committee member was an apology for the meeting, the Tourism Manager spoke about the Civic Ballroom area and Lake Wallace area do not have enough power outlets in particular power for 15 phase amps.

The Committee discussed this is the responsibility of the hirer to provide additional power options.

COMMITTEE ACTION:

THAT the committee notes the request and any additional requirements are the responsibility of the event organiser.

MOVED: Mrs Margaret Edwards

SECONDED: Mrs Renee DiFranco

ITEM: 6 CONSUMER SHOWS

This report is providing the committee with an update on the upcoming consumer shows Lithgow Tourism will be attending.

Lithgow Tourism will attend the following trade shows:

- Winter Magic – Saturday 18 June 2016
- Expression of Interest has been submitted for the Penrith Caravan and Camping Show – 9-11 September 2016
- Canberra Times Holiday and Camping Show – 21-23 October

COMMITTEE ACTION

THAT Committee note the attendance Council staff at the following Consumer Shows:

- Winter Magic – Saturday 18 June 2016
- Canberra Times Holiday and Camping Show – 21-23 October
- Expression of Interest has been submitted for the Penrith Caravan and Camping Show – 9-11 September 2016

MOVED: Mr Steve Ring **SECONDED:** Mrs Margaret Edwards

ITEM 7: UPDATE ON CURRENT PROJECTS

This report provides an update on the current Tourism projects.

Tourism staff have been working on the following:

Town Entry Signage

Council is currently working with Road and Maritime Service to finalise locations for the town entry signage. The signs have been ordered and will be arriving in late June.

VIC upgrade

Information provided in a previous report.

Wallerawang Information Bay

The Tourism Manager meets with the Wallerawang Progress Association on Tuesday 7 June to finalise information bay signage.

Lions Club International District 201N4 Australian Club Convention

The Lions Club International District 201N4 Australian Club Convention will be held on 14-16 October 2016 will approximately 200 delegates attending.

Tour de Cure

Tour de Cure ride will be riding from Orange to Lithgow on Monday 17 October. The group will be staying overnight in Lithgow prior to heading to Sydney the next day.

Lithglo 16

Lithglo 2016 was held on Friday 9 and Saturday 10 December 2015.

Saturday night the Lithglo Markets were held Queen Elizabeth Park. The Lithglo Markets were highly successful in 2015 with approximately over 60 market stalls.

The 53rd National Gem & Mineral Show 2017

The 53rd National Gem & Mineral Show will draw various gem and lapidary clubs from across Australia to Lithgow next Easter. Staged by the Gem & Lapidary Council of N.S.W. the event will be a fascinating event for locals and tourist visiting Lithgow over the holiday period. The Gem and Mineral Show will be held from Friday 14 – Monday 17 April 2017.

COMMITTEE ACTION

THAT Committee notes the projects the tourism staff has been working on the following:

- Town entry signage
- VIC upgrade
- Wallerawang Information Bay
- Lions Club International District 201N4 Australian Club Convention
- Tour De Cure
- Lithglo 16
- The 53rd National Gem & Mineral Show 2017

MOVED: Mrs Margaret Edwards **SECONDED:** Mrs Renee DiFranco

ITEM 8: GENERAL BUSINESS

Mingaan Aboriginal Corporation Cultural Camperover

- Mrs Helen Riley advised the committee that Mingaan Aboriginal Corporation will not be hosting the NAIDOC celebrations at Lake Wallace this year; instead they will be hosting Cultural Camperover at Capertee National Park.

Committee Action

THAT the note the Cultural Camperover at Capertee National Park

MOVED: Mrs Margaret Edwards **SECONDED:** Mrs Renee DiFranco

Terms of Reference and Destination Management Plan

- Mr Steve Ring requested the Terms of Reference and the Destination Management Plan be placed on the agenda for the next committee meeting.

Committee Action

THAT the note the Terms of Reference and the Destination Management Plan will be included in the next agenda.

MOVED: Mr Steve Ring **SECONDED:** Mrs Helen Riley

Wicked Vans

- Mrs Stacey Phillips requested Blue Mountains City Council decision on Wicked Van be placed on the agenda for the next committee meeting.

Committee Action

THAT the note the decision of Blue Mountains City Council on Wicked Vans be placed on the next agenda.

ITEM 9: NEXT MEETING:

Next Meeting: 5.30pm 22nd June 2016
Committee Room at Lithgow City Council.

There being no further business the meeting closed at 6.55pm