

PRESENT

Members:

Councillor Adam Roberts (Chair)
Adam Button
William Grubb
Jennifer Hutchison
Rebecca Olsen (Director Corporate & Organisational Services)
Gayleen Burley (Acting Group Manager Commercial & Business Services)
Pam Milne (Glasshouse Venue Manager)

Other Attendees:

Bec Washington (Venue Sales and Marketing Co-Ordinator)

The meeting opened at 8:00am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Councillor Rob Turner, Moira Magrath and Ashley Grummitt be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Glasshouse Sub-Committee Meeting held on 1 March 2016 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM 06 - 07.07.2015 - COUNCIL CO-ORDINATION OF HAY STREET FORECOURT AND GLASSHOUSE ACTIVITIES

1. Director, Corporate & Organisational Services is to refer to the Director, Community & Economic Growth for consideration on how best to manage a single point of contact for the management of Hay Street Forecourt from a community perspective.
2. Group Manager, Commercial & Business Services is to progress an investigation into the partial road closure of Hay Street Port Macquarie, that currently contains the Glasshouse podium and stairs.

Council resolved at the Ordinary Council Meeting held on 17 February 2016 to make application to the Department of Primary Industries - Lands to proceed with the road closure process being part of Hay Street that comprises the Glasshouse podium and stairs.

To be tabled at a future meeting.

ITEM 07 - 02.02.2016 - UPDATE ON VISITOR INFORMATION SERVICES REVIEW

In general the feedback received from stakeholders has been positive. The Tourism Ambassadors are also happy with the improvements.

Adam Button provided feedback from the Greater Port Macquarie Tourism Association. Positive feedback from the President noting they would like a digital screen in the future.

Glasshouse Venue Manager advised that public WIFI is now active.

This item can now be removed.

ITEM 07 - 01.03.2016 - GLASSHOUSE LOCAL PRODUCTIONS

That Council staff investigate providing clarity on Glasshouse access for community groups through the website, consistent with current matrix, cost benefit analysis and a potential tiered approach considering:

- Venue Hire;
- Community discount; and

Broader Council support, or other Council support for inclusion in the Glasshouse Performing Arts Season.

Item was due to be tabled at Glasshouse Sub-Committee Meeting on 5 April 2016. This item was deferred to the May meeting.

ITEM 08 - 01.03.2016 - FOOD AND BEVERAGE OPTIONS AT THE GLASSHOUSE

That Council Staff work with Council's Business Analyst to analyse possible future models for delivery of food and beverage services at the Glasshouse.

Item to be tabled at a future meeting.

06 UPDATE ON STRATEGIC PLAN RECOMMENDATIONS

The Director of Corporate & Organisational Services led a discussion on the progress achieved. It was noted that for the next report, some clarification on "ongoing" would be made, in addition to further detail on the work that has been undertaken in 1.4.

CONSENSUS:

That the Glasshouse Sub-Committee note progress related to the Glasshouse Strategic Plan.

07 GLASSHOUSE LOCAL PRODUCTIONS

The Director Corporate & Organisational Services provided a verbal update to the Glasshouse Sub-Committee on the financial forecasts of the individual Glasshouse Performing Arts Season Shows.

The presentation by the Venue Manager on Local Productions and Community Group support was deferred to the May meeting.

08 GLASSHOUSE PARTNERSHIPS

CONSENSUS:

An update report to be brought back at a later date.

09 GLASSHOUSE PERFORMANCE DATA

Financial and other data was presented to the Committee.

CONSENSUS:

That the information presented on Performance Data be noted.

10 GENERAL BUSINESS

Nil.

The meeting closed at 9:02am.