
PRESENT**Members:**

Councillor Adam Roberts (Chair)
Councillor Rob Turner
Adam Button
Moira Magrath (left meeting at 8.45am)
William Grubb
Jennifer Hutchison
Rebecca Olsen (Director Corporate & Organisational Services)
Ashley Grummitt (Group Manager Commercial & Business Services); and
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 apology received from Councillor Sharon Griffiths be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Glasshouse Sub-Committee Meeting held on 1 December 2015 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 has finalised the advertisement and notified statutory authorities regarding the proposed partial road closure. No objections or submissions were received from the statutory authorities. A Council Report will be tabled at the Ordinary Council Meeting to be held on 17 February 2016 recommending that Council make application to the Department of Primary Industries - Lands to close that part of Hay Street that comprises the Glasshouse podium and stairs. To be tabled at a future meeting.

ITEM 07 - 03.11.2015 - UPDATE ON VISITOR INFORMATION SERVICES REVIEW

1. That an update on the Visitor Information Services Review be provided at the next Glasshouse Sub-Committee Meeting scheduled for 1 December 2015.
2. That the Group Manager of Commercial & Business Services provide formal notification to the Visitor Information Services Review Stakeholder Group as to Council's resolution, as determined at the Ordinary Council Meeting held on 21 October 2015.

Item tabled at the Glasshouse Sub-Committee Meeting held on 2 February 2016. Please remove item.

ITEM 10 - 03.11.2015 - FOOD AND BEVERAGE OPTIONS AT THE GLASSHOUSE

That the Glasshouse Sub-Committee Members consider food and beverage options for the next Glasshouse Sub-Committee Meeting scheduled for 1 December 2015.

Item tabled at the Glasshouse Sub-Committee Meeting held on 2 February 2016. Please remove item.

ITEM 11 - 03.11.2015 - GENERAL BUSINESS**11.02 Glasshouse Sub-Committee Charter:**

Group Manager, Commercial & Business Services noted the Glasshouse Sub-Committee Charter is to be reviewed by the Glasshouse Sub-Committee Members and will be tabled at the Glasshouse Sub-Committee Meeting scheduled for 1 December 2015.

Completed. Item to be removed.

06 UPDATE ON STRATEGIC PLAN RECOMMENDATIONS**CONSENSUS:**

That progress related to the Glasshouse Strategic Plan be noted.

07 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.

It was noted that any further improvements (Phase 2) will be discussed by the Councillors as part of the 2016/2017 budget discussions.

CONSENSUS:

Adam Button is to provide feedback from the Greater Port Macquarie Tourism Association.

08 FOOD AND BEVERAGE OPTIONS AT THE GLASSHOUSE**CONSENSUS:**

Food and Beverage options at the Glasshouse are to be workshopped at the next Glasshouse Sub-Committee Meeting to be held on 1 March 2016 from 8.00am to 9.30am. Benchmarking of similar venues is to be considered.

09 QUESTION ON NOTICE - GLASSHOUSE LOCAL PRODUCTIONS

CONSENSUS:

Staff are to present an example of a local production as part of a season program for discussion, with a local theatre group suggested as a possibility.

10 GENERAL BUSINESS

10.01 School of Hard Knocks Port Macquarie Hastings (SOHK PMH):

That the School of Hard Knocks Port Macquarie Hastings be requested to provide a written application to the General Manager of Port Macquarie-Hastings Council detailing the level of support that they are seeking.

The meeting closed at 9.14am.