

PRESENT

Members:

Councillor Adam Roberts (Chair)
Councillor Rob Turner
Jennifer Hutchison
Ashley Grummitt (Group Manager Commercial & Business Services)
Pam Milne (Glasshouse Venue Manager)

Other Attendees:

Blair Hancock (Acting Director Corporate & Organisational Services)
Bec Washington (Venue Sales and Marketing Co-Ordinator)

The meeting opened at 8.05am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Adam Button, Moira Magrath, William Grubb and Rebecca Olsen be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Glasshouse Sub-Committee Meeting held on 5 April 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 - 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.

Completed. Please remove.

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.

ITEM 07 - 05.04.2016 - 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.

Item tabled at Glasshouse Sub-Committee Meeting on 3 May 2016.

Completed. Please remove.

ITEM 08 - 05.04.2016 - GLASSHOUSE PARTNERSHIPS

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

Item to be tabled at a future meeting.

06 UPDATE ON STRATEGIC PLAN RECOMMENDATIONS

CONSENSUS:

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

07 GLASSHOUSE LOCAL PRODUCTIONS

CONSENSUS:

1. That the presentation by the Venue Manager on Local Productions and Community Group support be noted.
 2. That it be noted that Council staff are to review/finalise information for the Glasshouse website to provide clarity on the various opportunities for Community Groups to access the Glasshouse.
 3. That Glasshouse Sub-Committee Members provide any further feedback at the next meeting scheduled for 7 June 2016.
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08 REFLECTION ON PROGRESS DURING COMMITTEE TERM

There was an initial discussion on key achievements.

CONSENSUS:

1. That Council staff prepare a draft "Report Card" to be presented at the next Glasshouse Sub-Committee Meeting scheduled for 7 June 2016.
 2. That the draft "Report Card" be discussed further at the next Glasshouse Sub-Committee Meeting scheduled for 7 June 2016 with a view to finalising by July 2016.
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09 GENERAL BUSINESS

Nil.

The meeting closed at 8.50am.