



**CITY OF
PARRAMATTA**

CITY OF PARRAMATTA RIVERSIDE ADVISORY COMMITTEE

TERMS OF REFERENCE - 14 September 2021

These Terms of Reference shall be read in conjunction with City of Parramatta Council (“**Council**”) Advisory Committees Core Terms of Reference (August 2016).

Primary Purpose

1. The primary purpose of the Riverside Theatres Advisory Committee (“**Advisory Committee**”) is to:
 - 1.1. Strategically advise Council on Riverside Theatres’ (“**Riverside**”) contribution to the delivery of Council’s cultural vision for Sydney’s Central City;
 - 1.2. Strategically advise Riverside on its contribution to the community in providing venues and delivering cultural and performance programs.
 - 1.3. Advocate for Riverside as western Sydney’s premier performing arts centre.

Roles and Responsibilities

2. The Advisory Committee provides strategic advice to Council on how Council and Riverside can respond to:
 - 2.1. Council’s key plans including Council’s *Community Strategic Plan, Culture and Our City – A Cultural Plan for Parramatta’s CBD 2017 – 2022* etc;
 - 2.2. The provision of cultural services and programs for the community;
 - 2.3. Community expectations for the performing arts in Parramatta;
 - 2.4. Developing arts/cultural infrastructure in Parramatta (e.g., Riverside redevelopment, rehearsal space etc);
 - 2.5. Developing sustainable performance practice/activity in Parramatta and western Sydney;
 - 2.6. Developing Parramatta’s night-time economy;
 - 2.7. Defining and positioning Parramatta as a cultural destination.

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3. The Advisory Committee will provide Riverside with strategic advice on:
 - 3.1. the communities it serves culturally;
 - 3.2. community and performance industry expectations and connections;
 - 3.3. audience development;
 - 3.4. art-form development;
 - 3.5. engaging and partnering with other art forms and organisations;
 - 3.6. opportunities in the education sector;
 - 3.7. capacity building/training;
 - 3.8. positioning in the community;
 - 3.9. fundraising through philanthropy, sponsorship and government.

4. The Advisory Committee shall respond to Council resolutions directed to the Advisory Committee for action.

Membership

5. Membership of the Advisory Committee and shall include:
 - 5.1. Up to four Councillors;
 - 5.2. Council's Chief Executive Officer or nominee;
 - 5.3. Up to eight community members.

6. Membership of the Advisory Committee shall include representatives of the community who can reasonably demonstrate two or more of the following profiles:
 - 6.1. Leader in the community;
 - 6.2. Experience in government, business, education, media or the arts;
 - 6.3. Experience in fundraising;
 - 6.4. Marketing, legal or financial expertise;
 - 6.5. Representative of the community's gender, indigenous, generational and cultural diversity;

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- 6.6. Practising creative/performance artist;
- 6.7. Understanding of and commitment to Riverside as a premier regional arts centre with performance at its core;
- 6.8. Understanding of and commitment to the Parramatta story and the city's ambition to be a great and outstanding city of culture and the arts;
- 6.9. Able to influence and advocate for Riverside;
- 6.10. Works or lives in Parramatta or western Sydney.
7. Membership of the Advisory Committee shall be from the date of appointment to the end of the term of each elected Council unless otherwise determined by Council.
8. Members may be reappointed for up to two successive Council terms, whereupon the members must stand down for one Council term to be eligible again for appointment to the Advisory Committee.
9. Membership of the Advisory Committee is unpaid and voluntary.
10. The Advisory Committee may from its membership appoint sub-committees whose responsibilities shall be determined by the Advisory Committee.
11. The Advisory Committee may co-opt non-Committee members with specialist expertise to sub-committees.
12. Council may review the membership of the Advisory Committee from time to time, (e.g. appoint additional members, fill casual vacancies or co-opt specialist expertise).

Chairperson/Deputy Chairperson

13. A Chairperson and Deputy Chairperson shall be elected by the Advisory Committee for the term of Advisory Committee and shall not be a Councillor or Council staff member.
14. If the Chairperson is absent from the meeting the Deputy Chairperson shall act as Chairperson for the meeting.
15. If the Chairperson and Deputy Chairperson are absent from the meeting the Committee will nominate a Chairperson for the meeting.
16. Duties of the Chairperson, Deputy Chairperson or nominated member are:
 - 16.1. Chair meetings according to Council's Code of Conduct, the Terms of Reference, meeting agendas and guidelines;
 - 16.2. Liaise with the Council Officer convening the Advisory Committee to determine the agenda for each meeting;

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- 16.3. Facilitate the discussion of items on the agenda in a timely manner;
- 16.4. Facilitate the moving of recommendations and voting by Advisory Committee members;
- 16.5. Ensure all Advisory Committee members have the opportunity to participate in meetings.

Frequency of Meeting and Attendance

- 17. Meetings of the Advisory Committee shall be convened every two months with a minimum of six meetings each year.
- 18. Additional Advisory Committee and sub-committee meetings may be convened as determined by the Advisory Committee.
- 19. When a member is absent for three (3) consecutive meeting without an apology, the member's position will be declared vacant. However, following the second absence, the Executive Officer shall contact the member to clarify if the member is still interested in continuing to be a member of the Advisory Committee. If there is no response by the following meeting, their membership will cease, and their position declared vacant.
- 20. A quorum shall consist of 50% of members, of which no less than 50% shall be community members.
- 21. Where there is no quorum, the Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.

Conflict of Interest

- 22. Committee members are to declare any pecuniary or non-pecuniary conflict of interest regarding any issue on the agenda at the commencement of the meeting.
- 23. All conflict of interest is to be declared and recorded in the minutes and if necessary, the parties involved will be asked to leave the room while the matter is discussed.

Confidentiality

- 24. Where Committee meetings include confidential information relating to members or the business being discussed, members are required to respect principles of confidentiality.

Council's Code of Conduct

- 25. All members must abide by Council's Code of Conduct at all times.

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Recruitment of Community Members of the Advisory Committee

26. Expressions of Interest for membership of each new Committee will be sought through public advertisement and promotion.
27. Shortlisted applicants will be assessed and interviewed by a selection panel comprising up to two Councillors, the Chief Executive Officer or nominee and the Advisory Committee's Executive Officer.
28. The selection panel shall recommend to Council the successful applicants for appointment to the Advisory Committee.

Miscellaneous

29. The Riverside Director shall act as the Advisory Committee's Executive Officer and shall, as the Council Officer, convene meeting of the Advisory Committee.
30. Minutes of meetings of the Advisory Committee will be reported to Council following each meeting.
31. The Chairperson, Deputy Chairperson and the Riverside Director shall meet twice yearly with Council's Lord Mayor and Chief Executive Officer to report on Riverside activities and to discuss strategic direction.

Changes to the Terms of Reference

32. Any changes or additions to the Terms of Reference must be adopted by Council.