



CITY OF PARRAMATTA RIVERSIDE ADVISORY BOARD TERMS OF REFERENCE

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 Committee “**Advisory Board**” is to:
 - 1.1. Advise Council on the strategic direction of Riverside Theatres “**Riverside**” performances and venues with reference to Council cultural plans and other relevant plans;
 - 1.2. Advise Council on Riverside’s strategic role in delivering Council’s vision for Sydney’s Central City as a culturally rich, successful, prosperous and destinational Parramatta;
 - 1.3. Advocate for Riverside as western Sydney’s premier performing arts centre.

Roles and Responsibilities

2. The Advisory Board provides Council with strategic advice on:
 - 2.1. Riverside’s direction and plans;
 - 2.2. Riverside’s programming, marketing and resourcing strategies and plans;
 - 2.3. development of performance and associated activity at Riverside and in the cultural life of Parramatta;
 - 2.4. creating professional performance related employment opportunity at Riverside and in Parramatta;
 - 2.5. engagement of the community in the activities of Riverside;
 - 2.6. raising of external funds from state and federal governments, the private sector; and individuals;

- 2.7. infrastructure development of Riverside and the surrounding precinct to maximise opportunities for the performing arts and associated activities in Parramatta.
3. The Advisory Board shall respond expeditiously to Council resolutions directed to the Advisory Board for action.

Membership

4. Membership of the Advisory Board and shall include:
 - 4.1. Up to four Councillors;
 - 4.2. Chief Executive Officer of Council or nominee;
 - 4.3. Up to eight general members of the community.
5. Membership of the Advisory Board shall include representatives of the community who can reasonably demonstrate one or more of the following backgrounds and profiles:
 - 5.1. Are leaders of the community, business and the arts;
 - 5.2. Have access to and capacity to engage with government, business and the media;
 - 5.3. Are able to influence and advocate for Riverside;
 - 5.4. Are able to raise funds through philanthropy and business partnerships;
 - 5.5. Have arts, private and government sector experience;
 - 5.6. Have infrastructure, marketing, legal and financial expertise;
 - 5.7. Are able to identify and assess risk for Riverside's future growth and success;
 - 5.8. Are representative of the community's gender, indigenous, generational and cultural diversity;
 - 5.9. Are practising creative/ performance artists;
 - 5.10. Have an understanding of and commitment to Riverside as a premier regional arts centre with performance at its core;
 - 5.11. Have an understanding of and commitment to the Parramatta story and the city's potential to be an outstanding city of culture and the arts;
 - 5.12. Work or live in Parramatta or western Sydney.

6. Membership of the Advisory Board shall be for the period of each elected Council unless otherwise determined by Council.
7. Members may be reappointed for up to three successive Council terms, whereupon the members must stand down for one Council term to be eligible again for appointment to the Advisory Board.
8. Membership of the Advisory Board is unpaid and voluntary.
9. The Advisory Board may from its membership appoint sub-committees whose responsibilities and powers shall be determined by the Advisory Board.
10. Council may review the membership of the Advisory Board from time to time, (e.g. appoint additional members, fill casual vacancies or co-opt specialist expertise).

Chairperson/Deputy Chairperson

11. A Chairperson and Deputy Chairperson shall be elected by the Advisory Board for the term of Advisory Board and shall not be a Councillor or Council staff member.
12. If the Chairperson and Deputy Chairperson are absent from the meeting the Committee will nominate a Chairperson for the meeting.
13. Duties of the Chairperson or Deputy are to:
 - 13.1. Chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines and meeting agenda;
 - 13.2. Liaise with the Council Officer convening the Advisory Board to determine the agenda for each meeting;
 - 13.3. Facilitate the discussion of items on the agenda in a timely manner;
 - 13.4. Facilitate the moving of recommendations and voting by Advisory Board members;
 - 13.5. Ensure all Advisory Board members have the opportunity to participate in meetings.

Frequency of Meeting and Attendance

14. Meetings of the Advisory Board shall be convened every two months with a minimum of six meetings each year.
15. Additional Advisory Board and sub-committee meetings may be convened as determined by the Advisory Board.

16. When a member is absent for three (3) consecutive meetings without an apology, the member's position will be declared vacant. However, following the second absence the Executive Officer shall make contact with the member to clarify if the member is still interested in continuing to be a member of the Advisory Board. If there is no response by the following meeting, their membership will cease and their position declared vacant.
17. A quorum shall consist of no less than six members of which no less than four shall be community members.
18. Where there is no quorum, a 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

19. 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.
20. 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

21. 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

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

Recruitment of Community Members of the Advisory Board

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

Miscellaneous

26. The Riverside Director shall act as the Advisory Board's Executive Officer and shall, as the Council Officer, convene meetings of the Advisory Board.

27. Minutes of meetings of the Advisory Board will be reported to Council following each meeting.
28. The Chairperson and 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

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