



RIVERSIDE THEATRES ADVISORY BOARD EXPRESSIONS OF INTEREST

1. The City of Parramatta Council invites Expressions of Interest from members of the Parramatta and greater Sydney community to be considered for membership of the Seventh Riverside Advisory Board.
2. People submitting an Expression of Interest may have an interest or experience in arts and culture and particularly the performing arts and/or have arts management, financial, marketing, education or legal expertise. Council is looking for community leaders representative of the community's genders, indigenous, generational and cultural diversity and who can energetically commit themselves to assisting Riverside in taking centre stage in Sydney's Central City, Parramatta.
3. Expressions of Interest should set out:
 - i. Biographical information about the applicant including a current resume;
 - ii. Why and how the applicant wishes to contribute to the development of arts and culture in Parramatta as Sydney's Central City and the regional focus of western Sydney;
 - iii. How the applicant would contribute to the development and future success of Riverside.
4. Expressions of interest should be submitted by mail or email by 5.00pm Thursday 16 August, 2018 marked to the attention of **The Director, Riverside Theatres, PO Box 3636, Parramatta, NSW 2124.**

Email enquiries and expressions of interest can be sent care of:
Catherine Swallow, Program Coordinator (Assisting the Director)

cswallow_riverside@cityofparramatta.nsw.gov.au

CONSULTATION AND TIMING

5. The term of the Sixth Riverside Advisory Board will conclude September 2018.
6. The Seventh Advisory Board will be appointed for the balance of current term of Council concluding September 2020.
7. The proposed timetable for the submission of expressions of interest and appointment of the members of the Seventh Riverside Advisory Board is as follows:
 - i. Advertising for Expressions of Interest Commences Week commencing 23 July, 2018
 - ii. Expressions of Interest Close Thursday 16 August 2018
 - iii. Interviewing of Shortlisted Applicants From Monday 20 August 2018
 - iv. Council Appoints Members of the Seventh Advisory Board Monday 24 September 2018
 - v. First meeting of the Seventh Riverside Advisory Board Thursday 11 October 2018



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.



RIVERSIDE THEATRES AND ADVISORY BOARD INFORMATION SHEET

BACKGROUND INFORMATION: THE ADVISORY BOARD

1. In 2001 Parramatta City Council resolved to appoint a section 355 Advisory Board to Riverside Theatres that would meet regularly to review the Theatres' performance and provide advice to Council on strategic directions.
2. Council adopted a new Terms of Reference for the Riverside Theatres Advisory Board on 9 July, 2018.
3. The Sixth Advisory Board was appointed by Council in December 2013.
4. The Sixth Advisory Board currently comprises the following members:

Clr Donna Davis
Clr Bob Dwyer
Clr Michelle Garrard
Ms Rebecca Grasso (representing the CEO)
Ms Rhonda Hawkins
Clr Andrew Jefferies
Clr Scott Lloyd
Mr Luke Mackey
Ms Julianne May
Mr Warrick McLean
Ms Keiasha Naidoo
Mr Christopher Tooher
Ms Jane Witter (Chair)

BACKGROUND INFORMATION: RIVERSIDE THEATRES

1. Riverside Theatres opened in February 1988 as part of Australia's Bicentenary. It is celebrating its 30th Anniversary in 2018.
2. As an outcome of its 2010-14 Strategic Plan, a new Master Plan was unveiled at the 25th Anniversary in 2013 for the future redevelopment of the Theatres as part of a new Parramatta entertainment and recreation precinct. In addition, a new theatre company was established in 2015, National Theatre of Parramatta. Riverside's 2017- 2021 Strategy has been endorsed by Council.
3. Riverside Theatres is a business unit of City of Parramatta Council within the City Identity, Experience and Engagement Directorate (CIEE). It has an annual expenditure

budget of approx. \$7.4 million. Attendances total 180,000 - 200,000 per annum with around 2,000 individual performances, events, workshops and rehearsals each year.

4. Riverside Theatres has a full-time staff of 22 people supplemented by casual front of house, box office, marketing, technical and administration staff.
5. Riverside Theatres comprises four performance venues – the larger Riverside Theatre (761 seats), Lennox Theatre (up to 250 seats), Raffertys Theatre (up to 115 seats) and the covered Courtyard (up to 500 people). In addition Riverside manages Studio 404, a rehearsal space with four fully equipped studios which are used by professional and community performance groups.
6. The Riverside Theatres venues are available for hire for performances, events, exhibitions and functions. They are used extensively by community, cultural and business organisations.
7. Riverside Theatres also presents an annual professional performance program including theatre, dance and opera seasons, a music season incorporating classical music, jazz, cabaret and world music, an annual education/schools program comprising performances, workshops and masterclasses for schools with annual attendances of 40,000 students.
8. National Theatre of Parramatta (NTof P) is Riverside's producing company and is mandated to reflect today's Australia by engaging the imagination and creativity of western Sydney and beyond with resonant and relevant contemporary performance by "putting the nation on stage". A secondary key objective is industry capacity building through mentorships, training, education and employment opportunity. Since April 2016 it has presented ten productions (mostly world premieres) including *Swallow*, *Stolen* (2016 and 2018 tour), *The Cartographer's Curse*, *Who Speaks for Me?*, *Hakawati*, *Smurf in Wonderland*, *The Incredible Here and Now*, *The Red Tree*, *Flight Paths* and most recently *The Girl The Woman*.
9. Prior to the formation of NTofP, Riverside Productions had commissioned and produced productions including *Simply Opera* (*Carmen* and *Madam Butterfly*, *Who Killed Mario Lanza?*), *All the Blood and all the Water*, *Shakespeare's R&J*, *Macquarie*, *Rainbow's End*, *RU4Me* and *Shellshock*, co-productions with other performing arts organisations (eg *Hamlet* and *King Lear* with Studio Co, *Boy Overboard* with the Australian Theatre for Young People, *Ruby Moon* with Sydney Theatre Co, *Brilliant Monkey* with Pork Chop Productions, *The Modern International Dead* with Griffin Theatre Co and *Codgers* with Steady Lads. It produced new works for the Sydney Festival (*Kushti Bok*, *Stone Sleeper*, *Slamming*, *Into*) and family and education programs (*The Pied Piper*). It has toured shows throughout Australia (*The Goodies* and *The Aunty Jack Show 'n' Tell*, *Rainbow's End* and *RU4Me*) as well as introducing new play readings and workshop programs such as Breakout and sponsoring an independent theatre season, *True West*. For seven years it presented the *Big Laugh Comedy Festival*.
10. In more recent years Riverside has developed a strong cinema program with Raffertys Theatre being fully equipped with DCP capability. Program highlights have included Live Theatre on Screen, Exhibition on Screen, independent documentary and feature films, film festivals such as Arab Film Festival, Indie Gems, Alliance Francaise French Film Festival and the Mardi Gras Film Festival.
11. Riverside produces, hosts and supports a range of Festivals (Sydney Festival, Parramasala, SPOT ON Family Festival, Sydney Writers Festival, Sydney Music

Festival and the Sydney Sacred Music Festival) and Exhibitions including *Behind the Lines*, *the Best of the Year's Political Cartoons*.

12. For many years Riverside has conducted regular weekly Workshops in the Arts for People with Disabilities under the banner of "Beyond the Square".
13. Riverside is a long-standing key cultural asset of Parramatta. Its diverse program contributes to the cultural identity, liveability and prosperity of Parramatta and western Sydney. Its staff and Advisory Board have contributed to Council's *Culture and Our City – A Cultural Plan for Parramatta's CBD 2017 – 2022* and will continue to provide input to Parramatta's cultural planning for the future.
14. In 2018 Riverside, through Council, has been contributing to the development of a Business Plan by the NSW State Government's Cultural Infrastructure Project Management Office (CIPMO) for the redevelopment of Riverside as a future anchor arts and cultural facility alongside the Museum of Applied Arts and Sciences as part of a river cultural precinct.

July 2018