

MARIAN STREET THEATRE COMMUNITY REFERENCE COMMITTEE
TERMS OF REFERENCE
August 2018

Primary Purpose of the Committee

The primary purpose of the Marian Street Theatre Community Reference Committee is to provide advice and to feedback on the design and management model for the Marian Street Theatre, 2 Marian Street Killara.

The Committee will also assist Council in understanding the community expectations for the project. Advice may include, but not be limited to, technical and creative perspectives and theatre management models, which will enable Council to create and deliver a performance space that best meets the needs of the local community, along with relevant industry specialists and stakeholders.

Tasks of Committee

The tasks of the committee are as follows:

- To provide community feedback for the planning the redevelopment of the theatre space
- To provide insights into the requirements of the facility to assist Council in designing and delivering a performance space that best meets community needs and expectations
- To assist Council to facilitate an informed, co-ordinated discussion with the community, relevant stakeholders and broader cultural industry specialists

Duties

The duties of the committee members are as follows:

- To work co-operatively with other members in achieving the aims of the committee
- To contribute ideas and suggestions relating to items on the committee's agenda
- To provide advice and recommendations to Council on items relating to the committee agenda
- To action and follow up tasks established by the committee

The Marian Street Theatre Community Reference Committee is established in an advisory capacity only.

Confidentiality

The committee may be dealing with limited confidential information. Committee members will be required to complete appropriate disclosure forms.

Membership

The committee's membership will consist of:

- Two (2) Councillors, one of whom will be the Mayor, who will chair the Committee
- Four (4) community representatives with demonstrated knowledge of the performing arts and associated industries and/or relevant cultural and community projects
- It is recommended that two (2) of the community members be representatives of the Save Marian Street Theatre Committee

Quorum

The quorum consists of a majority of the committee members.

Delegations

There are no Council delegations provided to members of the Marian Street Theatre Community Reference Committee.

Meeting Frequency

Quarterly, or as determined by the Chair.

Committee Term

The term for the committee will be for a period up to a maximum of two (2) years. A committee term is completed at the end of the Council term unless the committee is previously dissolved by Council resolution.

Community Members - Selection Criteria

To ensure the success of the committee, it is important that community members represent a cross-section of the community with knowledge of or experience in the performing arts and/or cultural industries, and a sound understanding of the objectives of the committee.

Members should be able to demonstrate that they value working in a collaborative, supportive environment.

Community representatives should demonstrate:

- knowledge of and/or experience in the performing arts and cultural industries
- understanding of technical and/or management models for performance facilities
- an ability to represent and communicate the interests of the community and associated stakeholders
- a commitment to attending committee meetings and contributing constructively to the agenda items
- a willingness to adhere to the Community Reference Committee's Terms of Reference, Council's Code of Conduct and operational procedures

Servicing the Committee

Council staff will attend committee meetings to provide project feedback and updates, prepare agendas and record minutes for distribution to the members.