

Mona Vale Performance Space Advisory Committee

Terms of Reference

2017/461327

1 PURPOSE

The purpose of the committee (the Committee) is to:

- Act in an advisory role to Northern Beaches Council for the proposed development of the Mona Vale Performance Space. (the Project)
- Provide advice and assist in the developments' scope definition, feasibility study and business case, as well as the future operation of the Mona Vale Performance Space.
- Facilitate, engage and enable communication between the community and stakeholders, with an interest in the development and the use of the Performance Space, with Northern Beaches Council and the Department of Education and Training (DET).
- Assist the project to gain Cultural Organisation status with the Commonwealth Government, in order to develop a Donor Fundraising Campaign with Deductible Gift Recipient (DGR) status, that is able to raise tax deductible funds for the capital development of the project.

2 OBJECTIVES

The principal objective of the committee is to assist the council in the development and implementation of a management plan for the area(s) under its jurisdiction. However, the committee also assists in:

- Ensuring the community and stakeholders discuss, express their views and aspirations for the proposed development of the Mona Vale Performance Space, regarding the planning, design, construction, management and operation of the venue.
- That Northern Beaches Council receives advice from the Committee as requested, on proposals and/or other matters of interest to Project.
- That the proposed the Project is developed in accordance with the Feasibility Study and Business Case commissioned by Council.

3 ROLE OF COUNCIL

The Northern Beaches Council will manage the project using the following principles:

- Establish the feasibility of the Performances Space and confirm its location.
- Develop a Business Case for the construction and future operations of the site.
- Fund the project through various funding sources including community donor campaigns, grants from state and federal government and any other sources that may as yet be unknown.
- Engage stakeholders and the community in the development of the project through a community engagement strategy and program.
- Council's Project Management team will provide necessary resources to the Committee including administrative support of the Committee. Such support will include facilitating and running the meeting, preparation and distribution of the notice of meeting, agenda and the recording of the minutes.
- Council officers will attend the Mona Vale Performance Space Committee meetings to provide information to members and/or to engage members in relation to specific matters regarding the project.

4 COMMITTEE CHARTER

Each Committee operates according to these Terms of Reference and to their relevant Charter (refer Attachment 1). Terms of Reference and Committee Charters are adopted by resolution of Council and may also be amended by Council from time to time.

5 MEMBERSHIP

This Committee is a Council appointed group. Membership of the Committee comprises of up to 12 members representing the following:

- Mayor (Chair)
- 2 appointed Councillors
- 2 representatives from the Department of Education and Training nominated by the Ministers office
- 2 CEO nominated representatives from the Council Project Steering Group
- 1 nominated representative from the Mona Vale Chamber of Commerce
- 2 professional Performing Arts representatives
- 2 community and/or business representatives with expertise or experience in the performing arts, planning business etc to:
 - Highlight issues of importance to the local community in relation to the planning investigations and development for the Project.
 - Assist in identifying the preferences and priorities as expressed by the community.

Responsibilities of Members: All members of this Committee have an obligation to:

- communicate and seek feedback with their network
- review relevant documents and provide feedback to the Project Team where necessary
- objectively consider and actively participate in group deliberations by:
 - attending all meetings and facilitated workshops scheduled for the Committee
 - make a positive contribution on behalf of the community and actively engage members of the community about Committee deliberations, and
 - participate in other workshops that may be attended by the broader community.

6 ELIGIBILITY

All Councillors are eligible to nominate for membership on the Committee. Appointments will be endorsed by Council.

Community representatives and other members of groups / associations must possess such skills, expertise, experience or special affiliation as detailed in the relevant Charter.

7 SELECTION PROCESS

- a) Council will advertise nominations for community representation on the Committee.
- b) The selection of members will be undertaken in accordance with Council's Policy for Appointment of Community and Stakeholder Representatives on Committees
- c) Should a representative vacancy occur during the terms of appointment, a new representative will be selected from eligible applications received from the original call for Expressions of Interest.
- d) If no suitable alternative representatives can be found from the original Expressions of Interest, vacancies would be filled via a further call for Expressions of Interest.

8 TERM OF OFFICE

To assist with maintaining effectiveness and the continuity of knowledge within the Committee the terms of councillors and community members have been staggered. The aim is for established members to provide assistance to incoming Councillors after the council election and 12 months later, reciprocally from Councillors to incoming community members.

- a) The term Councillors on the Committee is two (2) years or 12 months following the election of new Council.
- b) The term for other members on the Committee is four (4) years commencing within 12 months after the election of Council.
- c) All Councillor memberships will cease during the election care taker period. New Councillors should be appointed to Committees at the earliest opportunity following the election.
- d) The terms above are subject to the conclusion of the Project, when all memberships cease.

9 SUPPORT PROVIDED

- a) Council will provide necessary resources to the groups. This will include the venue and administrative support such as facilitating and running the meeting, preparation and distribution of the notice of meeting, agenda and the recording of the minutes.
- b) Council's Project Steering Group provides the management of the Project and will be a valuable conduit to the Committee. Specialist staff in the areas of Property, Finance, Planning and Community Arts and Culture will be available to provide expertise. The role of these representatives is to provide:
 - Advice on status of the planning process
 - Advice on broad policy objectives
 - Specialist technical advice
 - Advice on experience from dealing with common issues at other locations.

10 TIMETABLE FOR MEETINGS

- a) The Committee is to meet quarterly (four (4) times) throughout the year.
- b) A meeting will be limited to a maximum of two (2) hours duration unless the Group resolves to extend the meeting to a particular time or until the completion of business.
- c) The schedule of meeting dates and venues will be provided to the members in an agenda at least 7 days prior to meeting.

11 ATTENDANCE AT MEETINGS

- a) All members are expected to attend the meetings, or otherwise tender their apologies to either the Chair or Project Coordinator.
- b) No member should be absent for more than two (2) consecutive meetings without first seeking, and being granted leave by the Chair and Governance. Without being granted such leave in these circumstances, the person's membership will be re-evaluated.
- c) While other Councillors may attend Group meetings as observers, the meetings will not be open to other members of the public.

12 MEETING PRACTICES AND PROCEDURES

- a) The Council will ensure that each meeting is properly recorded with the use of minutes, which will be reported to Council.
- b) The quorum for each meeting will be one half plus the Mayor or another Councillor. If a quorum is not present within 30 minutes within the commencement time of the meeting, it will become an informal meeting with no recommendations or decisions made.
- a) The Mayor is the Chair of the Committee or his nominated representative; however workshops may be facilitated by an independent facilitator.
- b) The Chair directs the progress of the Committee meeting. Subject to any determination by the Chair, each item is to be dealt with in the order in which it appears on the agenda. The Deputy Chair performs this role in the absence of the Chair.
- c) The Chair role is to facilitate the conduct of the meetings and ensure the Committee focuses on its primary goal of providing advice on broader community issues regarding the Mona Vale Performance Space.
- c) This committee is advisory in purpose and should have the intention of reaching consensus when endorsing items and recommendations. It has no authority to make decisions on behalf of Council
- d) It will be at the discretion of the Chair when a matter is to be put to the vote. In such circumstances voting is to be by way of a show of hands. For a vote to be carried the matter must be supported by a majority of members present, with the Chair having a casting vote in the event the vote is tied.

13 MODEL CODE OF CONDUCT FOR COMMITTEES

- a) All members of the Committee are required to observe the adopted Model Code of Conduct and any other policy or requirement applicable to the proper functioning of the committee.
- b) Members shall act in a professional and responsible manner with the information they obtain.
- c) Members must respect each other (often despite differences) and work together to create an open and trusting atmosphere. The group requires openness and honesty in order to function well and members should feel free to express their opinions and views without fear of recrimination.
- d) A breach of the Terms of Reference may lead to the member being removed from the Committee by the Chair.
- e) Members of Committee do not have the authority to make representations to the media on Council or the Committee's behalf. In accordance with Council's Media Policy, the Mayor is the only person permitted to speak to the media on behalf of the Council and the Committee.
- f) Conflicts of Interest: Council recognises that community representatives join such Groups and Committees because of special interests they may have, and Council welcomes their expertise. Nevertheless, it is important that Council understands the basis of advice it receives from the Groups, so members will be requested to declare any organisation they may represent. Disclosures of Conflicts of Interest, particularly pecuniary interests need to be made by members of the Group and recorded in the minutes in accordance with section 442 and 443 Local Government Act 1993.
- g) Confidentiality and Privacy: Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

14 COUNCIL VALUES

All members of the Committee and all meeting attendees are expected to observe Northern Beaches Council Values outlined below:

- **Trust:** Because being open brings out our best.
- **Integrity:** Because we are proud to doing what we say.
- **Teamwork:** Because working together delivers.
- **Service:** Because we care as custodians for the community.
- **Respect:** Because valuing everyone is how we make a difference.
- **Leadership:** Because everyone has a leading role.

Attachment 1	
CHARTER: MONA VALE PERFORMANCE SPACE ADVISORY COMMITTEE	
<p>Established: December 2017</p>	<p>Function: To act in an advisory role to Northern Beaches Council for the development of the proposed Mona Vale Performance Space (the Project).</p> <p>In addition, the Committee will provide advice and assist in the developments' scope definition, as well as the future management and operation of the venue.</p>
<p>Term: Councillors: Appointment for 2 Years or until election care taker period.</p> <p>Community and Stakeholder Representatives: Appointment for 4 years including one year following council election</p> <p>All memberships cease when project concludes.</p>	
<p>Quorum and Voting</p> <ul style="list-style-type: none"> • The quorum for each meeting will be one half plus the Mayor or another Councillor. If a quorum is not present within 30 minutes within the commencement time of the meeting, the meeting shall become an informal meeting with no recommendations or decisions made. • The Committee should have the intention of reaching consensus when endorsing items and recommendations. 	<p>Composition/Membership</p> <p>The Chair is the Mayor or his nominated delegate on this Committee.</p> <p>Membership of the Committee comprises of up to 12 members representing the following interests:</p> <ul style="list-style-type: none"> • Mayor (Chair) • 2 appointed Councillors • 2 Nominated representatives from the Department of Education and Training • 2 CEO Nominated representatives from the council project team • 1 nominated representative from the Mona Vale Chamber of Commerce. • 2 professional Performing Arts representatives • 2 community or business representatives with expertise and experience in related areas ie performing arts, planning, business etc.
<p>Reporting Procedures:</p> <ul style="list-style-type: none"> • Minutes of meetings to be reported to Council 	
<p>Meetings:</p> <ul style="list-style-type: none"> • The Committee are to meet quarterly (four (4) times) throughout the year. • The schedule of meeting dates will be distributed at the formation of the Committee. • Agenda items, time and venue will be provided to the members in an agenda at least 7 days prior to the meeting. 	
<p>Ex Officio Advisors: Officers of Government and Statutory Corporations or other advisors as required.</p> <p>Lead Council Officer: Executive Manager Transformation and Performance</p> <p>Business Unit: Transformation and Performance</p>	<p>Council Members Appointed:</p> <ul style="list-style-type: none"> • Mayor (Chair) • Councillor 1 • Councillor 2