



Title:	Palais Theatre Advisory Committee Terms of Reference
Venue:	Palais Theatre
Distribution:	Public Document
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Approved by:	Live Nation Australia Venues and the City of Port Phillip – Insert Date

1) Background

Live Nation Australia Venues Pty Ltd and the City of Port Phillip, respectively Tenant and Landlord, are parties to the long term lease of the Palais Theatre.

Together, they want the operation of the Palais Theatre under that lease to add extra ordinary value to the local community, beyond the standard economic benefits typically delivered by a major entertainment venue.

Accordingly, a Palais Theatre Community Fund (“Fund”) has been established to support community projects, programs and developments within the City of Port Phillip, and a Palais Theatre Community Fund Committee (“Fund Committee”) established to administer the Fund.

To encourage the participation and involvement by St Kilda residents in providing recommendations to the Fund Committee the Palais Theatre Community Advisory Committee (“Advisory Committee”) is to be established.

2) Purpose and role of the Advisory Committee

The role of the Advisory Committee is to:-

- Build a co-operative, collaborative and effective Advisory Committee.
- Be a proactive communication conduit between the local community, Palais Theatre Management and the Palais Theatre Community Fund Committee on issues such as; the Palais Theatre Community Fund, Palais Theatre Business Plan, upcoming Event Calendar and proposed construction works.
- Provide input into the considerations of the Fund Committee.
- Table ideas and suggestions to Palais Theatre Management on how it may better communicate, engage and develop stronger ties with the local community.

For the avoidance of any doubt, decisions relating to the operation, booking and delivery of events at the Palais Theatre are outside the role of the Advisory Committee.

3) Composition of the Advisory Committee

The Advisory Committee shall comprise three community members.

4) Selection of Community representative members

The community representatives will be sourced via the following method:-

- The Palais Theatre General Manager will publicly advertise in local print media seeking expressions of interests to join the Advisory Committee.
- The expressions of interest will be assessed based on pre-established assessment criteria (developed in consultation with CoPP). Short-listed candidates may be interviewed by the Palais Theatre General Manager before a final decision.
- The appointment of the community representative Members to the advisory Committee will be for a maximum period of 2 years, and after 2 years, the Palais Theatre General Manager, will undertake another recruitment process to identify up to two more suitable Advisory Committee candidates.
- If any Advisory Committee member resigns within their term, the position will be filled for the remainder of that term, by a person nominated by the Palais Theatre General Manager from the previous applicant list.

5) Payments to Advisory Committee members

Membership of the Advisory Committee is voluntary and is not remunerated. No payments (including honorariums or other remuneration) shall be made to Advisory Committee members, other than reimbursements for legitimate out of pocket expenses approved by the Palais Theatre General Manager.

6) Frequency of meetings

The Advisory Committee will determine the appropriate frequency and scheduling of its meetings, which shall be not less than once a quarter and preferably at least 1 week prior to any Fund Committee meeting.

The first meeting will be scheduled by the Palais Theatre General Manager, future meetings will be set by the Advisory Committee at the initial meeting.

7) Reporting

The Advisory Committee reports to the Palais Theatre General Manager.

END