

# Boroondara Eisteddfod Advisory Committee Terms of Reference

**Responsible Directorate/Department:** Community Support/Arts and Culture  
**Approval Date:** April 2016 (adapted to revised format August 2022)

# Table of contents

1	Purpose of the Committee .....	3
2	Background .....	3
3	Composition.....	4
	3.1 Role and selection of Councillor/s .....	4
	3.2 Role and selection of Council officer/s.....	5
	3.3 Role and selection of external members .....	5
4	Meetings .....	6
	4.1 Meeting schedule .....	6
	4.2 Meeting procedure.....	6
	4.3 Chairperson.....	6
	4.4 Public attendance at meetings .....	6
	4.5 Reports, agendas and minutes.....	7
5	Conflicts of Interest .....	7
6	Compliance with Council's policies, plans and strategies .....	8
	6.1 Media enquiries .....	8
7	Review and evaluation.....	8
8	Council contact .....	8

## 1 Purpose of the Committee

The purpose of the Advisory Committee is to provide strategic advice and support to Council in achieving the purpose of the Boroondara Eisteddfod and presenting the competition.

The Committee shall:

- Provide feedback and advice to Council about the eisteddfod program
- Identify, articulate and respond appropriately to priority, new and emerging issues
- Contribute practical advice to engage the community
- Represent the views of the Boroondara community.

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

## 2 Background

The Boroondara Eisteddfod forms part of the overall Boroondara Arts cultural programming for the City of Boroondara and is conducted in accordance with the Boroondara Community Plan 2017-27, the Council Plan 2017-27, the Boroondara Arts Plan, and the Arts and Culture departmental business plan.

An Eisteddfod Advisory Committee was appointed by Camberwell City Council in December 1991 to provide the strategic direction for the development and implementation of the new Camberwell Eisteddfod. Council resolved to provide a competition for young people in the field of performing arts, which had been lacking since the demise of the independent Hartwell Eisteddfod some years earlier. The Boroondara Eisteddfod, renamed after Council amalgamation in 1994, has continued annually ever since and is run by Council staff within the Arts and Culture department, assisted by the Advisory Committee and a group of volunteers.

The purpose of the Boroondara Eisteddfod is to encourage participation and excellence in the performing arts, with the following objectives:

1. To present an annual celebration of music and performance within the City of Boroondara, open to young and emerging performers including individuals and groups.
2. To encourage the widest possible level of participation in the event, especially from within the City of Boroondara.
3. To provide professional assessment of a competitor's performance by qualified adjudicators.
4. To showcase the exceptional cultural facilities within the City of Boroondara and encourage audience opportunities for the broader community.

The core responsibilities of the Advisory Committee are to:

- Provide instrumental, vocal and educational expertise in the development and delivery of the Eisteddfod;
- Provide a medium to long-term view of the development of the Eisteddfod;
- Provide feedback in determining the direction, planning and operation of the Eisteddfod. In particular, the Committee will provide feedback on:
  - scheduling and selection of adjudicators
  - program development
  - securing sponsorship where appropriate, and
  - volunteer engagement and coordination.

### **3 Composition**

The Committee shall comprise:

- A maximum of one (1) Councillor
- A maximum of three (3) Council officers
- A minimum of five (5) and maximum of ten (10) community representatives reflecting key areas such as:
  - primary, secondary and tertiary institutions
  - private teaching industry representing the various disciplines offered within the competition
  - the volunteer group
  - the competitor group
  - the local community, and
  - professional music industry expertise and/or community knowledge.

The Committee will be convened for a term/period of three (3) years.

Members are welcome to reapply at the end of their term but may only be appointed for two consecutive terms as part of their tenure, before retiring.

#### **3.1 Role and selection of Councillor/s**

The role of Councillor/s is to participate in the meetings, listen to stakeholder and community views (as relevant).

Council will appoint by resolution Councillor representation annually.

Unless otherwise appointed to the committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

### **3.2 Role and selection of Council officer/s**

The Arts and Culture department will be responsible for this committee.

Officers will be nominated by the Chief Executive Officer or the relevant Director as required to provide advice and administrative support to the Committee.

Where a meeting of the Committee is considered an 'informal meeting of councillors' under Council's Governance Rules, the officers are responsible for submitting the relevant form to Council's Governance and Legal Department as soon as practicable, so a record of the meeting can be included in the upcoming Council agenda.

### **3.3 Role and selection of external members**

Eligible community members will have an interest in and good working knowledge of:

- instrumental, vocal and educational expertise in the performing arts, and
- development and delivery of eisteddfodau.

The approach and method for appointing external representatives will include the following:

- Council must resolve that external representation is required on the Committee.
- An advertisement may be placed in a newspaper, on Council's internet site and through local networks.
- Applicants must make application via an expression of interest process.
- Community and professional/industry members will be selected by a panel comprising one (1) Councillor on the Committee and a maximum of three (3) Council Officer(s) from the relevant department/directorate.
- Members will be appointed for a three (3) year term.
- All members will be eligible to re-apply for appointment, however continuous membership for longer than six (6) years will not be considered.
- Council will be responsible for appointing all Councillor, community and professional/industry representative members.
- Casual vacancies which occur due to external members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the Chief Executive Officer or relevant Director, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

External members unable to attend a committee meeting can nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to the Chairperson and Council officer on the Committee at least 24 hours prior to the meeting. It is expected the appointed external representative will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

## **4 Meetings**

### **4.1 Meeting schedule**

Meetings will be held on a quarterly basis and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year.

Additional meetings may be scheduled from time to time as needed.

### **4.2 Meeting procedure**

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time.
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member.
- Encourage fair and reasonable discussion, participation and respect for each other's views.
- Focus on the relevant issues at hand.
- Provide advice to Council as far as possible on a consensus basis.

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

### **4.3 Chairperson**

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees.

The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

### **4.4 Public attendance at meetings**

The committee is not required to give public notice of its meetings and its meetings are not open to the public.

The committee may invite observers to meetings from time to time. This is at the discretion of the Chairperson.

Guests may also be invited to attend and participate at meetings, this would generally be for a specific purpose and/or specified period of time. This is at the discretion of the Chairperson.

## 4.5 Reports, agendas and minutes

An agenda will be electronically circulated by officers to all Committee members not less than 48 hours prior to each meeting.

Minutes of the meetings may be taken by officers. If minutes are taken the draft minutes must be:

- submitted to the Chairperson for confirmation within 7 days of the meeting;
- distributed to all Committee members following confirmation from the Chairperson and within 14 days of the meeting; and
- submitted to the next meeting of the Committee for information.

The minutes must:

- contain details of the proceedings and recommendations made;
- be clearly expressed;
- be self-explanatory;
- incorporate relevant reports or a summary of the relevant reports considered by the committee; and
- be provided to Committee members as soon as practicable after the meeting.

The minutes will be formally endorsed by the Committee at the subsequent meeting.

Agendas and minutes from meetings are not required to be made available to the public, unless required by law or Council's Public Transparency Policy.

## 4.6 Budget and resources

The Advisory Committee has no budgetary allocation from Council (this includes budget for the payment of fees for external members or presenters).

Any budgetary allocation is at the absolute discretion of the relevant Director who is responsible for the Advisory Committee.

## 5 Conflicts of Interest

In performing the role of Committee member, a person must:

- Act with integrity.
- Impartially exercise their responsibilities in the interests of the local community.
- Not improperly seek to confer an advantage or disadvantage on any person.
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons.
- Commit to regular attendance at meetings.
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Councillors and officers are required to disclose conflicts of interest in accordance with Part 6, Division 2 of the *Local Government Act 2020* and Chapter 5 of the Governance Rules.

Where an external member has a conflict of interest or perceived conflict of interest in relation to a matter before the committee, the community member must disclose the matter

to the group before the matter is considered or discussed. The external community member must then leave the meeting until the matter is dealt with. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

## **6 Compliance with Council’s policies, plans and strategies**

Committee members must abide by Council’s policies, plans and strategies when conducting themselves in relation any functions of the Committee.

### **6.1 Media enquiries**

Contact with the Media by Committee members will be conducted in accordance with the current Media Policy.

External members should defer any media enquiries to the Head of Strategic Communications.

## **7 Review and evaluation**

The Terms of Reference of the Committee will be reviewed in 12 months after the inception of the Committee to ensure it is operating effectively.

## **8 Council contact**

<b>Position Title</b>	<b>Contact number</b>	<b>Contact email</b>
Manager Arts and Culture	9278 4770	Gail.Power@boroondara.vic.gov.au