Live Music Roundtable

Terms of Reference

Purpose and role

The purpose of the Live Music Roundtable is to support a vibrant, successful and responsible live music industry, and promote best practice for safe and well-managed music venues in Victoria.

The role of the Live Music Roundtable is to:

- discuss significant issues in relation to Government regulation and reform that affect the live music industry;
- consider best practice standards, guidelines or other materials that would benefit the industry;
- put forward proposals or recommendations to Government on potential improvements to Government regulation as it relates to live music venues; and
- provide feedback to Government on proposals where requested.

Scope

The scope of the Live Music Roundtable's discussions will be limited to matters of Victorian Government regulation which affect live music venues, such as:

- liquor licensing
- planning
    - terms, including land use definitions
    - heritage and cultural protection
    - built form review
    - impacts of *Agent of Change* legislation
    - noise and acoustic management
- health and safety
    - security
    - behaviour change programs including sexual harassment
    - issues and impacts at festivals, large events and nightclubs

While the focus of the Live Music Roundtable is live amplified music, the matters considered by the Live Music Roundtable may also relate to and have an impact on recorded amplified music.

Membership

The Live Music Roundtable will be chaired by Ms Jane Crawley, Director, Arts Investment at Creative Victoria.

Permanent core membership of the Live Music Roundtable comprises representatives of the State Government, Victoria Police, local council, , live music industry representatives and relevant experts.

The membership consists of the following 17 core member organisations:

Creative Victoria
Office of Liquor, Gaming and Racing (OLGR)
Music Victoria
Save Live Australian Music (SLAM)
Fair Go for Live Music
Victoria Police Liquor Licensing Unit
Victoria Police Drug and Alcohol Safety Unit
Department of Environment, Land, Water and Planning (DELWP)
Environment Protection Authority (EPA)
APRA AMCOS

Live Performance Australia (LPA)
City of Melbourne
Municipal Association of Victoria (MAV)
Live Music Office (LMO)
Australian Hotels Association (AHA)

Victorian Commission for Gambling and Liquor Regulation (VCGLR)A regional Council (TBD)

Core members are required to declare any private interests that may relate to their participation in the Live Music Roundtable, including possible conflicts of interest.

In addition, a minimum of 3 and up to 5 rotating representatives will be nominated by the Chair and committee annually from the following sectors:

Venue
Industry
Artists
All Ages

Education and Research
Legal
Nightclubs | Melbourne Licencees Forum

Rotating positions are effective for 12 months and can be re-nominated.

The Live Music Roundtable may resolve to make recommendations to the Minister regarding the appointment of further members. The Minister may, where he/she considers appropriate, remove a member from the Live Music Roundtable.

Any Live Music Roundtable member may request that a person of their choosing attend a meeting or give a presentation at a meeting. The request must be approved by the Chair in writing.

Should a core member be unable to attend a meeting, they may make a request to send an appropriate proxy. The proxy must be approved by the Chair. Core members are expected to attend 75% of scheduled meetings or provide a proxy.

Governance and accountability

The Live Music Roundtable will have no formal reporting structure. The Live Music Roundtable may prepare reports or recommendations to be presented to the Minister for his/her consideration. Such decisions must be approved by the Chair.

Meetings

Meetings will be held at 121 Exhibition Street, Melbourne. The Live Music Roundtable may, if it so chooses, agree to hold a particular meeting or meetings in another location.

Members will be expected to cover the costs of their own travel and expenses to attend meetings.

The Live Music Roundtable shall meet quarterly commencing September 2017.

The following meetings are proposed for 2017 - 2018:

Meeting 8	11 September 2017, 3pm
Meeting 9	11 December 2017, 3pm
Meeting 10	11 April 2018, TBC
Meeting 11	24 September 2018, TBC
Meeting 12	TBC

Administration

Creative Victoria will provide secretariat support for the Live Music Roundtable. The Department is responsible for organising meetings, circulating meeting papers, managing membership and providing support to the Chair.

Conflict of Interest

Situations that may give rise to a direct or potential conflict of interest include, but are not limited to:

• where a member is likely to gain financial benefit directly or indirectly (pecuniary interest);

• where a member of their immediate family or a close associate is a contractor or advisor;

• personal relationships that go beyond the level of a professional working relationship;

• personal beliefs or attitudes that influence the impartiality of advice given;

• other employment that compromises the integrity of the member; and

• political activities and making inappropriate political comments

If there is any possibility of a conflict of interest, or a perception of a conflict of interest, you must bring this to the attention of the Chair as soon as practicable, and – where possible – well in advance of the upcoming meeting. The Chair will establish the level of the conflict of interest, whether it is direct or indirect, and determine the action, if any, to be taken.

Potential conflicts of interest may be dealt with in a number of ways, depending on their significance. These include:

• recording the details of the disclosure and taking no further action because the potential for conflict is minimal and is eliminated by the disclosure;

• the member relinquishing the personal interest;

• the member withdrawing from any decision-making process relating to the topic or work plan in question.

Review

These Terms of Reference will be reviewed on an ongoing basis.