



Wollongong City Council
Live Music Taskforce
TERMS OF REFERENCE

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LIVE MUSIC TASKFORCE
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1. PREAMBLE

Live music is a vital part of the cultural life of any successful city.

The economic and employment benefits of the live music scene are substantial – a 2011 APRA/Ernst & Young report estimated its contribution to the Australian economy at \$1.21 billion, with NSW as the largest contributor (32 per cent) and representing the highest level of industry employment.

It is also still our community's most popular live performance activity – boasting nearly 48 million attendances across the country in the 2009/10 financial year, four times more than the contribution of Australia's major performing arts companies and major arts festivals combined.

Despite its value, the venues that promote and support live music and small to medium scale live performance face challenges resulting from the combined impact of legislative and regulatory changes, including the introduction of poker machines and large sports screens into pubs in the early 1990s, increased costs, changing tastes, increased competition from other forms of entertainment and changed demographics.

Many of the challenges to developing, supporting, and fostering the seedbeds of our live music culture are common to inner urban areas. The dramatic increase of residential living in many areas that have traditionally been home to live entertainment venues has also presented government with the challenge of balancing different interests. Meeting these challenges requires co-ordinated, inter-departmental action by a range of government portfolios and at each level of government and a commitment to learn from past actions and experiences of other government agencies around Australia in this area. (Source: Terms of Reference City of Sydney Live Music and Live Performance Taskforce 2013.)

Wollongong City Council has been working on the development of an active evening economy to create a vibrant and energised city and to ensure cultural and economic outcomes are achieved.

2. OBJECTIVE

The objective of the Live Music Taskforce is to consider current issues affecting the provision of live music across the Wollongong LGA and use these findings to inform the development of a Live Music Report that identifies short, medium and long-term actions Wollongong City Council might take.

It will do this by:

- a) Highlighting current policies or controls within the remit of Wollongong City Council that, in its opinion, require review or amendment
- b) Identifying legislative changes that could be explored with other cities and state government to support live music in Sydney and NSW
- c) Advising Council on existing government programs and initiatives (both domestic and international) that have a measurable track record in successfully supporting live music
- d) Suggesting cost-effective new projects that would positively impact the live music and performance sector in Wollongong
- e) Acknowledging opposing perspectives and seeking workable solutions.

3. LIMITATION OF AUTHORITY

The Taskforce is an advisory body to Wollongong City Council local government authority. It is not an executive body or a decision making body. It does not have the authority to:

- a) Expend money on behalf of Council
- b) Commit Council to any arrangement or expenditure
- c) Consider any matter outside its specific reference
- d) Direct Council staff in the performance of their duties
- e) Represent the City in any communication with the public or media.

4. TASKFORCE MEMBERSHIP

The Taskforce generally shall comprise:

- 4.1 Internal (members, or their delegates, and others as required for their area of expertise and business, with prior approval of the Chair)
 - Manager Community Cultural and Economic Development
 - Manager Regulation and Enforcement
 - Manager Development Assessment and Compliance
 - Community and Cultural Development Manager
 - Economic Development Manager
 - Land Use Planning Manager
 - 5 Councillors

- 4.2** External (two members)
- NSW Police, delegate from Wollongong Local Area Command
 - Independent Consultant
- 4.3** Community Stakeholders (10 members, no substitutions of membership are permissible). Community stakeholders may include:
- Licensees of venues
 - Musicians
 - Residents
 - Community members with an interest in live music

5. RECRUITMENT

Internal and External members will be identified and invited to the Taskforce.

Community stakeholders will be invited to participate through a Recruitment of External Members to Committee process. This process will invite proposals for membership via advertising in the media (Advertiser, relevant mailing lists, websites, facebook), venues (eg libraries, uni, TAFE, current venues) and any other relevant avenues. Applications will be received by the Manager Community Cultural and Economic Development, who will convene an internal panel to make recommendations for appointment in a report to Council.

All applicants will be advised of the result of their Application.

6. SELECTION CRITERIA

Appointment to the Taskforce will be made with reference to one or more of the following criteria which must be addressed in the Expression of Interest:

- a) Experience with issues affecting live music and/or small-scale live performance
- b) Capacity to identify and influence other local or state government partners/stakeholders in related subject areas including liquor licensing and accords, the hotels sector, planning and compliance, and the arts sector
- c) Understanding of the legislative, regulatory or financial regime that affect the provision of live music and/or small-scale live performance
- d) Understanding of best practice models and programs to support live music and/or small-scale live performance, particularly management of the potential conflict between noise transfer and residential amenity
- e) Be based in, or a resident of, Wollongong LGA

- f) Have an understanding of specific issues affecting Wollongong.

7. CHAIR

The position of Chairperson will be undertaken by a nominated Councillor.

8. TERM

- 8.1** The Taskforce shall be convened for the duration of up to six (6) meetings to take place between June and November 2013.
- 8.2** A person ceases to be a Taskforce member if they:
- a) Resign
 - b) Fail to attend two consecutive meetings without notice
 - c) Fail to follow these Terms of Reference.
- 8.3** Any member may resign by giving written notification to the City. The General Manager may appoint new members without consulting the Taskforce.

9. FEES AND EXPENSES

There will be no payment to members of the Taskforce, except for the Independent Consultant who is responsible for developing the Live Music Report on behalf of the Taskforce.

10. CONDUCT

- Reference Group members will be required to act in accordance with Council's Code of Conduct.
- Meetings will be conducted under the general provisions of Council's Code of Meeting Practice.
- Minutes of meetings will be provided to members and be available to the community on the Council website.

11. MEETING ADMINISTRATION, ATTENDANCE AND PROTOCOL

- 11.1** Meetings will be serviced by an administrative officer.
- 11.2** The agenda will be distributed at least one (1) week prior to the meeting.

- 11.3** The Taskforce will meet up to six (6) times during the term, on dates and at places to be confirmed at the first meeting.
- 11.4** Minutes of the meeting will be distributed to all members by Council.
- 11.5** Members and Chairperson can suggest additional agenda items provided that those items do not contravene the objectives stated in these Terms of Reference and if time allows.
- 11.6** The quorum of a meeting of the Taskforce will be a simple majority (that is twelve [12] members). No business of the Taskforce will be considered unless a quorum is present. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting will be dissolved.

12. CONFLICT OF INTEREST

A member who has a pecuniary interest in a matter being considered at a meeting must disclose the existence and nature of the interest at the commencement of every meeting. A member having disclosed a pecuniary interest must not be present when the matter is being considered, discussed or a recommendation developed and agreed upon.

13. REPORTING, MONITORING AND EVALUATION

- 13.1** The actions determined by the Taskforce will inform the development of a Live Music Report.
- 13.2** This Report will be completed at the conclusion of the Taskforce official meeting schedule and be presented to Council for adoption and implementation no later than 30 November 2013.

14. REVIEW

Recommendations for amendments to the Terms of Reference can be made however; amendments to the Terms of Reference must have unanimous support of the Taskforce and be approved by the General Manager.