



Maribyrnong
CITY COUNCIL

Maribyrnong Live Music Advisory Panel – Terms of Reference

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1. Purpose

The purpose of the Maribyrnong Live Music Advisory Panel (the Panel) is to:

- a) provide independent advice to Council to guide and support the implementation of the Maribyrnong Live Music Action Plan 2026–2028.
- b) act as a key conduit between Council and the local music sector, ensuring that the actions of the Plan are responsive, inclusive, and effective in building a vibrant, sustainable live music ecosystem.
- c) provide strategic advice and input into the planning, management, and design of actions so they are both sustainable and deliver real world impact.
- d) facilitate a successful partnership approach and regular dialogue with key stakeholders to ensure the actions remain relevant to the challenges of a rapidly evolving industry.
- e) to support advocacy and investment attraction efforts to promote Maribyrnong as a key destination for live music
- f) ensure collaborative effort and partnerships from:
 - i) small to medium venues
 - ii) anchor institutions such as state government, Maribyrnong City Council, Victoria University, Footscray Arts
 - iii) musicians, venues booker, promoters, education and youth sectors, First Nations and/or culturally diverse communities, and creative industries
 - iv) Victorian peak bodies Music Victoria, Victorian Music Development Office (VMDO), Creative Victoria and The Push

2. Objectives

The objectives of the Panel are to:

- a) Advise implementation of the Live Music Action Plan across its four outcomes.
- b) Guide the development and growth of a sustainable and inclusive local music scene.
- c) Provide expert insight into barriers and opportunities for live music in Maribyrnong and advise on current industry trends.
- d) Champion best practice in venue operation and marketing, audience and artist development, and cultural participation.

Maribyrnong Live Music Advisory Panel – Terms of Reference

- e) Support communication and partnerships between Council, the creative sector, and the community.
- f) Advise and identify opportunities that can enable collaborative action in priority areas such as:
 - i) Encouraging private sector investment inclusive of the staging of a local industry conference and/or professional development program and the attraction of commercial festivals to our city
 - ii) Design of Live music grant schemes
 - iii) Growing partnerships with high profile local and national music festivals including but not limited to Melbourne International Jazz Festival and Melbourne Fringe Festival)
 - iv) Development of Live Music Precincts
 - v) Increasing more frequent performance opportunities for young people
 - vi) Increasing busking in our city and performances in non-traditional spaces
 - vii) Increasing profile of local music scene in the media

3. Definitions

Chairperson means the Panel member nominated to preside over meetings.

Co Chairperson means a council officer (delegate) also responsible for the organising meetings, agenda, minute taking and reporting

Panel means the Maribyrnong Live Music Advisory Panel

Panel Member is a member of the panel who is not a Councillor or a member of Council staff.

Council means Maribyrnong City Council.

Council Officer means employees of Maribyrnong City Council.

4. Membership

4.1 Panel composition

- a) Membership of the Panel will represent stakeholder interest and expertise to support the pursuit of the four endorsed outcomes of the Live Music Action Plan
- b) It is proposed that the Panel comprise twelve (12) members from the following categories:

Maribyrnong Live Music Advisory Panel – Terms of Reference

Council / Council Officers

One (1) Coordinator City Experience and Visitation (acting as the executive officer for the Panel)

One (1) City Experience and Activations officer (or delegate)

State Government Agencies

One (1) representative from Music Victoria

One (1) Youth representatives from The Push or Maribyrnong Amplify Committee

Other Agencies

One (1) delegate from Victoria University (Bachelor of Music Program)

Industry Stakeholders, Venue owners, Musicians, Residents

Three (3) venue representatives

One (1) musician

Two (2) local promoters

Two (2) local youth representatives (aged between 18 and 30)

One (1) local resident

5. Term

- a) The Panel will serve a 2-year term commencing in June 2026 and concluding in June 2028.
- b) A member may resign at any time by advising the Chairperson and Council Officers of their resignation in writing.
- c) Regardless of the date of appointment, the first term of the Panel will end in June 2028.

6. Method of Appointment

- a) Appointments from agencies and organisations that have been identified in 4.1 will be invited to nominate a representative/delegate to take their place on the Panel.

Maribyrnong Live Music Advisory Panel – Terms of Reference

- b) A public Expression of Interest (EOI) process will be undertaken to fill the positions for Industry Stakeholders.
- c) The selection of the independent chair will be voted on and appointed at the inaugural meeting.
- d) A report will be presented to Council to recommend the appointment of the committee members and the independent chair.
- e) Applicants will be advised in writing of the outcome of their nominations.

7. Vacancies

- a) If a position becomes vacant, or a member is unable to fulfil their duties, and a position is deemed vacant then the Panel may choose to elect a replacement.
- b) When the Panel chooses to replace a vacancy, a selection panel will be established by the chair to oversee the process to recruit replacement members.
- c) The selection panel will include the Chair and no fewer than 2 working Panel members, including at least one representative from Council Officers.
- d) The selection panel may choose to seek a replacement from past nominations or to advertise the vacancy.
- e) Replacement members will need to be endorsed by a vote of the Panel.

5. Responsibilities

Panel members will:

- a) Declare any conflict of interests
- b) Contribute their individual knowledge and expertise
- c) Inform strategic discussions in the interests of the local music industry
- d) Actively participate in discussions
- e) Respect and value different contributions
- f) Raise and debate issues relevant to the Terms of Reference
- g) Actively promote the local industry in a positive manner
- h) Maintain confidentiality

Maribyrnong Live Music Advisory Panel – Terms of Reference

- i) Work in accordance with Council's values being: respect, integrity, courage

7. Meetings

The Panel will meet quarterly during their 2-year term. Meetings will be closed to the public and supported by Council officers for administration, agendas, minutes, and reporting. The Panel will be required to review and consider written or other materials before meetings and provide follow-up comments after meetings.

7.1 Minutes and Agendas

- a) The meeting agendas will be linked to the four approved outcomes of the action plan.
- b) Minutes and Agendas will be compiled in consultation with the Chair.
- c) Agendas will be distributed one week prior to the meeting.
- d) Minutes will be distributed within one week of the meeting being held to which they apply.
- e) The Panel will be required to endorse the minutes as a true and accurate record at the commencement of the next meeting.

7.2 Quorum

A quorum of seven (7) members is required including one representative from Maribyrnong City Council.

7.3 Absences

If a member is absent for three consecutive meetings without notice or justifiable reason, the Chair in consultation with the Panel will review and may cancel their membership.

7.4 Chair and Co-Chair

- a) The Panel will be chaired by a member who will be elected for a two-year term by the Panel members at the beginning of each term.
- b) Panel members will be invited to nominate themselves or another member for the position of chair.
- c) Panel members will then vote on nominees for the position of chair. The position of co-chair will be filled by a council officer.

Maribyrnong Live Music Advisory Panel – Terms of Reference

7.5 Decision Making

- a) Every effort will be made to achieve consensus.
- b) If the Panel is unable to reach consensus, this will be recorded.
- c) In order to clearly discern the position of the Panel, the Chair may put a matter to a vote.
- d) Any decisions made by the Panel are for recommendation purposes to Council or other key stakeholders and are not binding.

10. Working (Sub)Panels

The Panel may establish time limited sub-panels to progress specific actions such as Live music precinct development, Audience and industry development initiatives and design of grant schemes.

11. Reporting

Panel outcomes and recommendations will be reported through Live Music Action Plan progress reports, with a summary included in councils annual report.

12. Confidentiality

Information discussed, received, used or created by the Panel is confidential, unless otherwise stated by the Chairperson and agreed to by Council Officers. A member must not disclose, discuss or make public confidential information, unless authorised by Council Officers.

13. Code of Conduct and Conflict of Interest

Members must act ethically, professionally, and in accordance with Council's Code of Conduct. Conflicts of interest must be declared at the start of each meeting. Confidential information must not be disclosed without approval.

14. Extent of Authority and Reporting

- a) The Panel acts in an advisory capacity to Maribyrnong City Council.
- b) The Panel will provide advice, input and feedback to Maribyrnong City Council through reports to Council meetings.
- c) The Panel has no power to commit Council to any decision or action, or to direct Council Officers in their duties.

Maribyrnong Live Music Advisory Panel – Terms of Reference

- d) The Panel holds an advocacy role and is expected to promote the development of the local music industry in line with the endorsed vision. This is limited to the extent that the Panel cannot act on behalf of Maribyrnong City Council without express authority.

Expression of Interest (EOI) – Maribyrnong Live Music Advisory Panel (Draft EOI application form)

About the Panel

The Maribyrnong Live Music Advisory Panel (MLMAP) will provide independent advice to guide the implementation of the Maribyrnong Live Music Action Plan 2026–2028. This Panel brings together musicians, venue operators, promoters, educators, and cultural advocates to strengthen Maribyrnong’s live music sector.

Applicant Details

Name: _____

Organisation (if applicable): _____

Role/Occupation: _____

Address / Suburb: _____

Email: _____

Phone: _____

Do you live, work or study in Maribyrnong? Yes No:

Application Questions

1. Tell us about yourself and your connection to the Maribyrnong music scene.

- Answer: _____

2. What experience or expertise will you bring to the Panel?

- Answer: _____

3. What are the key challenges or opportunities you see for live music in Maribyrnong?

- Answer: _____

4. Which focus areas of the Live Music Action Plan best align with your experience?

Maribyrnong Live Music Advisory Panel – Terms of Reference

- Answer: _____

5. Do you represent a particular community or cohort (e.g. First Nations, CALD, LGBTQIA+, disability, youth)?

- Answer: _____

Declaration

I understand the responsibilities of being a member of the Maribyrnong Live Music Advisory Panel and agree to comply with Council's Code of Conduct and confidentiality requirements.

Signature: _____ Date: _____