

Victorian Live Music Venues Roundtable – Terms of Reference

1. Purpose

The Victorian Live Music Venues Roundtable exists to support a vibrant, sustainable, and responsible live music venue sector in Victoria. It provides a forum for industry stakeholders to collaborate, identify challenges, and shape solutions that enhance the operation, regulation, and cultural value of live music venues.

The Roundtable promotes best practice in venue management, artist support, safety, inclusion, and community engagement, while provide recommendations and advising Contemporary Music Victoria Inc. (Music Victoria), including its Committee of Management, in relation to appropriate activities in accordance with Music Victoria’s strategic plan.

2. Role of the Roundtable

The Roundtable will:

1. Discuss key issues affecting live music venues and the broader music ecosystem, particularly in relation to state and local government regulation.
 2. Identify and promote best practice in venue operation, including sound management, harm minimisation, accessibility, and cultural inclusivity.
 3. Develop policy and regulatory reform recommendations for submission to Music Victoria.
 4. Provide informed feedback on policy or legislative proposals to Music Victoria, government bodies, and relevant agencies, as requested.
 5. Act as a standing advisory forum to Music Victoria and its partners to support the sustainable development of the live music sector.
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3. Scope

The Roundtable’s work will focus on Victorian regulatory and policy matters that directly impact live music venues and their stakeholders, including:

- Liquor licensing and venue compliance;
- Planning and zoning;
- Noise and amenity management;
- Crowd safety and security;
- Accessibility and inclusion;
- Public health and harm minimisation;
- Artist working conditions and support infrastructure.
- Environmental impact considerations

While the primary focus is live amplified music performed in venues, the Roundtable may consider related issues affecting recorded or non-amplified music where relevant.

4. Membership

The Live Music Roundtable will be chaired by a representative from Music Victoria or someone appointed on their behalf, and includes members who reflect the diversity of Victoria's live music venue sector and its supporting ecosystem.

Membership will include representatives from:

- Live music venue operators/licensees/bookers/venue managers (small, medium, and large);
- Metropolitan and regional venue representatives;
- Venues from a range of genres and business models.
- Music Victoria

Additional Expertise (as required)

- Representatives from relevant music industry bodies
- Urban planners and policy experts
- Acoustic and sound management specialists;
- Academics or researchers in music, planning, or public policy;
- Artist Representatives
- Public health and safety professionals;
- Department of Justice and Community Safety (liquor licensing, safety);
- Creative Victoria (arts and cultural policy);
- Department of Transport and Planning (planning, amenity);
- Victoria Police.
- Local government authorities;
- Accessibility and inclusion advocates;
- Representatives of culturally and linguistically diverse communities;
- Youth and emerging artist support organisations;
- Local community stakeholders from key live music precincts.

5. Member Responsibilities

Members are expected to:

- Actively contribute to discussions and represent their sector in good faith;
- Declare any private interests or conflicts of interest;
- Share insights and data to inform recommendations;
- Participate in subcommittees or working groups, where relevant.

Members may request the attendance of a guest or subject matter expert at a meeting, with approval from the Chair. Music Victoria may appoint or remove members as needed, based on emerging issues and sector needs, in consultation with the Roundtable.

6. Governance and Reporting

The Roundtable is an advisory and consultative body. It does not have a formal reporting structure but may prepare:

- Briefings or recommendations for the Victorian Government;
- Submissions to public inquiries;
- Reports to inform Music Victoria strategy or policy positions.

All formal outputs must be approved by the Chair.

7. Meetings

- Meetings will be convened and facilitated by Music Victoria;
 - They will be held at Music Victoria's premises or online, with occasional regional meetings where appropriate;
 - Members are volunteers, and responsible for their own travel and participation costs.
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8. Administration

Music Victoria will provide secretariat support, including:

- Coordinating meetings and venues;
- Circulating agendas and papers;
- Managing communication and records;
- Supporting the Chair in decision-making and logistics.

Term of Appointment: Members will be appointed for a period of two years, commencing from the date of appointment, unless otherwise agreed or extended by mutual consent.

9. Conflict Resolution

In the event of a disagreement or conflict arising in the course of the group's work, members will aim to resolve issues collaboratively through respectful dialogue. Where consensus cannot be reached, the matter will be escalated to the Chair (or relevant oversight body) for facilitation. If necessary, an independent mediator may be engaged to support resolution. All members are expected to approach conflicts constructively and in good faith.

10. Review

These Terms of Reference and the Roundtable will be reviewed annually, or sooner if required, to ensure relevance and responsiveness