

TERMS OF REFERENCE

Ōtepoti Live Music Action Plan Advisory Panel

1. Purpose

- 1.1 The Ōtepoti Live Music Action Plan is Dunedin City Council's (DCC) commitment to the people who experience, participate, create, and support live music in our city, now and into the future.
- 1.2 The DCC recognises that a vibrant music scene enhances the quality of life in our community. It stimulates cultural wellbeing, drives economic growth, and cultivates creativity. The Ōtepoti Live Music Action Plan and Implementation Plan (Music Plan) provide a framework for actions that will strengthen and sustain live music within the city.
- 1.3 The Music Advisory Panel brings together representatives from the city's music communities to advise Council and ensure ongoing, collaborative discussions about the live music ecosystem in Ōtepoti Dunedin.

2. Responsibilities

The Music Advisory Panel will:

- 2.1 Advise Council on the implementation of all actions contained in the Ōtepoti Live Music Implementation Plan; these relate to the Music Plan's four stated priority areas:
 - 2.1.1 Supporting Artists: Developing and supporting pathways for local musicians to develop their practice, perform to audiences, and build sustainable careers.
 - 2.1.2 Supporting Audience: Ensuring Ōtepoti Dunedin as a range of local live music experiences and opportunities to meet community and visitor needs.
 - 2.1.3 Supporting the Live Music Ecosystem: Ensuring local venue owners, operators, promoters, event organisers, businesses, music organisations, and educators are supported in the delivery of live music.
 - 2.1.4 Supporting Live Music Infrastructure: Ensuring Ōtepoti Dunedin has improved access to fit-for-purpose live music venues to enrich the community and creative sector development.
- 2.2 Assist Council to identify and develop effective partnerships with organisations, groups, and individuals to ensure that the collective best interests of the city's whole music ecosystem are served.
- 2.3 Monitor the implementation of the Music Plan and share its progress with their communities and other stakeholders.
- 2.4 Assist with the review of the Ōtepoti Live Music Implementation Plan 2023-2026.
- 2.5 Disclose all potential conflicts of interest, and promptly provide relevant updates as required.

3. Powers, duties, functions

- 3.1 The role of the Advisory Panel is to provide advice and support to Council.
- 3.2 The Advisory Panel may make recommendations only on matters within the scope allowed and to the extent of these terms of reference.
- 3.3 The Advisory Panel may co-opt particular expertise on to the Panel, if required.

4. Reporting requirements

- 4.1** Staff will prepare Music Advisory Panel quarterly update reports to the Community Services committee.

5. Membership

- 5.1** The membership of the Advisory Panel will comprise of representatives from diverse music communities.
- 5.2** Appointments to the Advisory Panel will be based on representatives' knowledge and experience of a range of music activities in Ōtepoti Dunedin.
- 5.3** To ensure Council's commitment to Te Taki Haruru – The Māori Strategic Framework, membership will include a mana whenua nominee.
- 5.4** The composition of the Advisory Panel will comprise a total membership of 9 representatives including:
 - 5.4.1** Five external community representatives.
 - 5.4.2** One mana whenua representative.
 - 5.4.3** One youth representative.
 - 5.4.3** Two Councillors.
- 5.5** Members will be appointed for a limited term of three years commencing from the first meeting, with a potential renewal of up to two years, to ensure a gradual succession of members. In addition, Council will from time to time recruit new members to replace members who resign during their three-year term.
- 5.6** The Chair is appointed by the Community Services Committee.
- 5.7** The quorum is five members; one must be a Councillor.

6. Frequency of meetings

- 6.1** The Advisory Panel will meet no less than four times a year.

7. Term

- 7.1** The initial term of the Advisory Panel will be up to 5 years from its commencement in 2024.

8. Support

- 8.1** The DCC support staff will be The General Manager, Arts, Culture and Recreation and the Team Leader Creative Partnerships. Administrative support will be provided by Creative Partnerships.

9. Review

- 9.1** The Terms of Reference will be reviewed each triennium.