

Terms of Reference – Industry Reference Group

Safety Centre Stage Initiative: Preventing and Responding to Sexual Violence in the NSW Contemporary Live Music Industry

Context and Purpose

This Terms of Reference document sets out the roles and responsibilities of the *Industry Reference Group* (IRG) as part of the *Safety Centre Stage* initiative led by Full Stop Australia and supported by Sound NSW. It provides guidance on the group's roles, operations, and obligations.

The IRG will support Full Stop Australia in the co-design of a practical resource toolkit that offers industry specific guidance around preventing and responding to gender-based violence, sexual harassment and related workplace harms in the NSW contemporary live music industry through the Safety Centre Stage Initiative.

This initiative also includes presenting Full Stop Australia's *Empowering Safe Workplaces: Leadership Strategies for Addressing and Preventing Sexual Harassment* training to live music industry and community leaders across NSW.

In recognition of content sensitivity and the diverse stakeholders impacted by the project's intended outcomes, Full Stop Australia is undertaking a multifaceted co-design approach to developing the resource toolkit and other key supporting materials.

The IRG will provide regular and direct feedback and evaluation from the inception of resource development, and other project deliverables within the *Safety Centre Stage Initiative.*

Functions

The IRG provides a collaborative space for members and project partners to:

Delivered by Full Stop Australia

Proudly funded by NSW Government, Sound NSW

SAFETY CENTRE STAGE

- Identify gaps in existing knowledge and processes to ensure resource toolkits are practical.
- Represent a diverse range of perspectives including community, stakeholders and lived experience of gender-based violence, sexual harassment and related workplace harms.
- Offer expertise and strategic advice to ensure resource toolkits are industry relevant.
- Support identification and ongoing risk management that may impact the project's outcomes.
- Conceptualise safe and successful approaches to publishing and sharing the project deliverables to maximise buy-in and strengthening of industry capabilities.

Roles and Responsibilities

Members of the (IRG) are responsible for:

- Providing timely, good-faith feedback and advice within and outside of meetings.
- Promoting inclusive and equitable approaches by considering the perspectives and needs of diverse stakeholders and communities.
- Attend meetings and actively participate in engagement opportunities.

Full Stop Australia Project Team is responsible for:

- Coordinating and facilitating IRG meetings and sharing supporting material in advance.
- Providing members with relevant project updates and information to support informed discussion.
- Working to mitigate risks and maintain safety for all participants.
- Recording meeting outcomes, actions, and recommendations to be sent after meetings.
- Considering advice and recommendations provided by the IRG and communicating how this advice has informed project decisions.
- Managing delivery of the project and making operational decisions.
- Facilitating dispute resolution if/when needed.
- Ensuring a group of balanced and equitable voices are selected for the IRG.

Sound NSW is responsible for:

- Ensuring a diverse group of experiences across the contemporary music industry are represented.
- Attending IRG meetings to remain informed of current industry issues.
- Responding to any government-related queries or concerns.

Terms of Participation

The IRG will operate for the project's duration, scheduled to be completed on 30 June 2027.

Full Stop Australia will meet with IRG eight times before the conclusion of the project in June 2027. Meetings may take place in groups or 1:1, depending on the availability of Group members. Out of session feedback on items may be requested with notice. Meetings will be held online via Microsoft Teams unless otherwise stated.

Selection of Members

Members of the IRG will be selected from applications made to a public Expression of Interest (EOI) process.

This selection process aims to establish a group that reflects a diverse range of industry knowledge, professional expertise, lived expertise, and perspectives relevant to the purpose of the project. Members must have a direct connection to the NSW contemporary live music industry and be located in NSW. In the case of organisations that support relevant NSW based live music activity, consideration will be given to members located outside of NSW.

The EOI will be publicly advertised and/or distributed through relevant industry networks and will outline the:

- purpose and objectives of the project and IRG,
- expected roles and responsibilities of members,
- details about renumeration,
- anticipated time commitment and term of appointment, and
- desired skills, knowledge, experience and representation sought.

EOIs will be assessed by Full Stop Australia and Sound NSW representatives. In the case where a gap in experience is identified, direct appointments to the IRG will be made.

Payment

Payment will be provided to IRG members to acknowledge and compensate them for their valuable time, expertise, and contributions to the project. Sitting fees are payable to group members via Eftpos Gift Cards, with set fees outlined below:

Description	Payment amount
Hourly rate	$75

IRG members may waive payment at their own discretion. To do so, please contact the Project Manager.

Code of Conduct

Respectful Participation

IRG members are expected to treat all members with respect and actively foster an inclusive environment where diverse perspectives, experiences and expertise are welcomed.

We ask all IRG members and representatives from partnering organisations to listen actively and engage in discussion respectfully, even where opinions differ.

Discriminatory, harassing, bullying, anti-social or otherwise inappropriate behaviour will not be tolerated.

Good faith contribution

IRG members are expected to contribute honestly, constructively and in good faith to discussions and decision-making. Sharing relevant knowledge and expertise to support the project's objectives is encouraged.

Contributions from IRG members should be focused on achieving outcomes that benefit the project and the NSW contemporary live music industry rather than advancing individual or organisational interests.

Confidentiality

IRG members will maintain strict confidentiality of any information identified as confidential by Full Stop Australia, Sound NSW, or other group members. Without express authorisation, no draft materials, content of discussions or project information will be disclosed or distributed to parties outside of the project.

IRG members are expected to maintain confidentiality after the project's duration has elapsed.

Conflict of Interest

IRG members are expected to disclose any potential conflicts of interest that could affect their ability to provide unbiased advice. Steps will be taken to ensure that the IRG operates transparently and maintains its integrity throughout the project.

Attendance and Collaboration

IRG members are expected to attend meetings wherever possible and notify Full Stop Australia's team if unable to attend. If unable to attend a group meeting, Full Stop Australia will offer a 1:1 meeting to ensure members are kept up to date, and in deference to members' busy schedules.

IRG members are expected to review meeting materials in advance where relevant and actively participate in discussions and feedback opportunities during and after meetings.

Breaches of the Terms of Reference

Failure to comply with the obligations set out in this Terms of Reference document may result in Full Stop Australia and Sound NSW discussing the matter with the member, requesting corrective action, or, where appropriate, terminating the member's appointment to the IRG.

Full Stop Australia and Sound NSW reserve the right to make decisions in the best interests of the project and safety of group members.

Communication

Full Stop Australia will oversee communication with IRG members. Communication about meetings will be facilitated primarily via email. Texts or phone calls are reserved for secondary urgent communication such as confirming meeting attendance or risk management.

Communication with members will be during business hours only (Mon – Friday, 09:00 – 17:00).

Meetings

Full Stop Australia will meet with the IRG a maximum of eight times before the conclusion of the project in June 2027, each meeting lasting approximately 90 minutes. To maximise productivity and efficiently utilise the knowledge and skills of IRG members, meetings will be strategically planned in alignment with the project's phases.

Between meetings

IRG members will be asked between meetings to review documents and provide their feedback on the content. This will be time-managed and compensated through payment (see: Payment).

Communication between meetings will also consist of distributing the agenda, meeting minutes, and any other supporting material required for meetings.

Project Contacts

Name	Role	Email
Tash Mikitas	Project Lead	training@fullstop.org.au
Izzy Batty	Project Officer	
Raia Abdul Azeez	Training Officer	