

QMUSIC SAFETY AND DIVERSITY ADVISORY GROUP

TERMS OF REFERENCE

Background

QMusic is committed to fostering a safer, more equitable, and more inclusive Queensland music industry. The Safety & Diversity Advisory Group (QSDAG) provides specialist, community-informed advice to support QMusic's events, programs, and organisational initiatives.

The QSDAG forms part of QMusic's broader advisory framework, enabling community leaders and subject-matter experts to contribute insights that strengthen safety, inclusion, and accessibility across QMusic's work.

The Advisory Groups play a key role in QMusic's governance ecosystem by providing expert advice and support to both the organisation and the Board. They serve as a conduit between community voices and formal governance processes, ensuring that insights from artists, cultural leaders, and industry practitioners meaningfully shape QMusic's programs, priorities, and strategic direction. While they do not hold decision-making authority, their guidance strengthens cultural safety, sector relevance, and the organisation's connection to lived experience.

Unlike BIGSOUND's programming-specific advisory groups, which focus on curatorial and event-based input, this Advisory Group provides broader strategic and sector-wide advice that supports organisational decision-making and informs the work of the Board and its Committees.

Within QMusic's governance structure, the Board is supported by several Committees responsible for areas such as People & Culture, First Nations, Finance & Risk, and Governance. Advisory Groups report into these Committees through defined channels, offering specialist perspectives that inform oversight, risk identification, and strategic planning. This integrated model ensures that the Board's decisions are grounded in both governance expertise and the diverse voices of the communities QMusic serves.

Safety and Diversity at QMusic

The Safety & Diversity Advisory Group forms part of QMusic's broader advisory framework and provides expert advice and support to the organisation and the Board. While the Group does not hold decision-making authority, it contributes specialist insight that informs QMusic's programs, organisational planning, and the work of the Board's People & Culture Committee.

The QSDAG provides expert advice, lived-experience insight, and community perspectives to inform QMusic's approach to safety, inclusion, and accessibility across events, programs, and organisational activities.

The group adopts a gendered-intersectional approach, centring the experiences of women, First Nations people, LGBTIQ+ communities, people with disabilities, culturally and linguistically diverse communities, and other under-represented groups.

Purpose

The purpose of the QSDAG is to provide expert and community-informed advice to QMusic on matters relating to event safety, inclusion, accessibility, and cultural safety. The group acts as a sounding board for QMusic teams and contributes insight to specific initiatives, policies, and event planning processes

Scope

The QSDAG *does*:

- Provide advice on safety, inclusion, and accessibility for QMusic events and programs
- Review and provide feedback on specific initiatives, policies, and operational plans
- Identify emerging issues, risks, and opportunities in the music sector
- Offer culturally safe and community informed perspectives
- Support QMusic's engagement with diverse communities and networks

The QSDAG *does not*:

- Provide governance or oversight
- Monitor organisational culture or HR matters
- Review or manage complaints
- Duplicate the responsibilities of the People & Culture Committee

Membership

Membership comprises up to seven (7) individuals selected for their expertise, lived experience, and connection to the Queensland music industry.

Members will be appointed through an annual Expression of Interest (EOI) process to ensure alignment with QMusic's strategic and operational priorities for the coming year.

Members must hold a current QMusic membership.

Membership will include at least one representative from the QMusic Board as Chair, with remaining members drawn from the broader community.

Members may be invited based on expertise in:

- safety and inclusion
- cultural safety

- accessibility
- psychology, neurodiversity, or community wellbeing
- event safety and risk
- lived experience across priority communities
- previous board or advisory group experience (desirable but not essential).

Observers or guest contributors may be invited with agreement of the Chair.

Roles & Responsibilities

Advisory Group members will:

- Provide expert advice on specific QMusic initiatives, policies, and event plans
- Participate in structured consultation processes (e.g., document review, workshops, event walk-throughs)
- Identify emerging issues, risks, and opportunities related to safety and inclusion
- Offer insights from their communities, networks, and professional practice
- Support QMusic's engagement with diverse communities
- Provide feedback on the implementation and impact of safety and inclusion initiatives

Chair responsibilities:

- Facilitate meetings
- Ensure all voices are heard
- Work with Secretariat to set agendas and priorities
- Report key insights to the QMusic Boards People & Culture Committee

Secretariat responsibilities:

- Coordinate meetings, agendas, papers, and follow-up actions
- Manage consultation processes and documentation

- Ensure advice is documented and fed into QMusic's operational planning

Engagement Expectations

Advisory Group members are expected to:

- Attend at least 2 scheduled meetings per year (in person or online).
- Participate in at least one additional engagement activity per year (*e.g., policy review, event site visit, event or workshop*)
- Review materials in advance and contribute meaningfully to discussions.
- Respond to communications within reasonable timeframes.
- Undertake agreed actions between meetings.
- Engage with community members and industry professionals as appropriate to inform advice.
- Advocate for inclusion, representation, and safety.
- Participate in evaluation and continuous improvement processes.
- Promote QSDAG initiatives within their networks.

Operations

The Chair is appointed annually by the QMusic Boards People & Culture Committee.

Members report to the Chair and provide advice to QMusic through the Secretariat.

Meetings

The QSDAG will meet at least three (3) times per year, with additional meetings convened as required.

General Duties

Members will:

- Prepare for meetings by reviewing materials
- Engage respectfully and constructively
- Respond to communications in a timely manner

Quorum

A quorum consists of four (4) members.

In Camera Sessions

The Chair may call an in-camera session at any time for confidential, sensitive, or significant matters.

Code of Conduct

Members must abide by the QMusic Code of Conduct, Collective Responsibility and the Constitution and contribute in a respectful, culturally safe, and collaborative manner. Any breach may result in termination of membership.

Tenure

Members are appointed for a one-year term. All positions are refreshed annually through an Expression of Interest (EOI) process. Current members may re-apply and may be reappointed based on alignment with QMusic's priorities and the skills required for the group.

Members may resign by providing written notice, effective either immediately or at a specified later date.

Remuneration

Members will be remunerated \$250 per meeting and may be reimbursed for additional time or personal expenses as approved by the QMUSIC Board.

Members may receive access passes to relevant Queensland industry events and invitations to sector engagements.

Additional time or expenses may be reimbursed with prior approval.

Evaluation

The QSDAG's impact, alignment, and membership composition will be reviewed annually.

Annual goals and impact outcomes will be set at the first meeting of each calendar year.