

Shockwave Regional Working Group

TERMS OF REFERENCE

Developed 26th August 2014 at the joint Councils meeting



Blackall-Tambo
Regional Council
Exploring the past. Innovating the future.



human.

1. Purpose

For young people and community members to drive the planning of Shockwave, together with the Shockwave Manager.

2. The job of the Shockwave Regional Working Group is to:

- Provide advice to the Shockwave Manager on the design of the Shockwave program and festival
- Set festival themes and focus
- Suggest local artists and performers
- Provide advice to the Shockwave Manager on the best way to promote Shockwave to young people
- Provide advice to the Shockwave Manager to include young people in decision making
- Help to select Shockwave workers
- Facilitate participation of local young people in Shockwave

3. Membership

The Working Group will be made up of:

- 3 community representatives with an interest in Shockwave (one from each Council region if possible)
- 6 young people who represent the target group of Shockwave (2 from each Council area)
- 3 Council staff (1 from each Council)
- The Shockwave Manager (non-voting)

4. Chairperson

The Chairperson will be elected by the Regional Working Group. The Chairperson will:

- Chair the meetings
- Guide meetings based on the agenda
- Make sure that there are decisions, actions or definite outcomes from discussions

5. Secretary

The Shockwave Manager will be the secretary for Regional Working Group. The secretary will, in consultation with the Chairperson:

- Schedule meetings and notify Working Group members
- Prepare and distribute agendas before the meetings
- Invite specialists and guests to attend meetings, if required
- Work with the Shockwave Project Officer in organising logistics

6. Note taker

The Shockwave Project Officer will be the meeting note taker. The meeting note taker will:

- Take notes of actions and decisions of the meeting
- Distribute the meeting notes to all Working Group members

7. Meetings

- Meetings of the Working Group will be held four times per year as a minimum at a time and place decided by the Shockwave Manager in consultation with the Chairperson.

8. Decision-making

- Decision-making will be based on consensus. Where consensus can't be reached, the Chairperson will make a decision.