

Shockwave Regional Governance Committee

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

To provide a coordinated, regional approach to the governance of Shockwave.

2. Functions

The function of the Shockwave Governance Committee is to:

- Secure funding and sponsorship
- Allocate annual budget
- Manage risk
- Approve business plan
- Honour the programming decisions of Shockwave Manager (inline with budget and strategic direction)
- Promote Shockwave with a view to extending exposure across the region
- Monitor impact against identified KPI's
- Consider and negotiate expansion of Shockwave and partnership opportunities

3. Membership

The committee will be made up as follows:

- The Mayor and CEO (or their representatives) from the Blackall-Tambo Regional Council
- The Mayor and CEO (or their representatives) from the Longreach Regional Council;
- The Mayor and CEO (or their representatives) from the Winton Shire Council;
- The Chairperson of the Regional Working Group
- The General Manager (or their representative) from Human Ventures (ex-officio)
- The Shockwave Manager (ex-officio)

Membership can be expanded by agreement between the parties.

Membership of the committee will be for a term of twelve (12) months. Committee members will cease to be a member of the Committee if they are no longer employed by the Council or organisation they are representing.

4. Chairperson

The Coordinating Council representative will be the Chairperson. The Chairperson will:

- Chair the meeting
- Schedule meetings and notify committee members
- Prepare agendas and issue notices for meetings, and ensure all necessary documents requiring discussion or comment are attached to the agenda
- Distribute the agenda at least one week prior to the meeting
- Invite specialists and guests to attend meetings when required by the committee
- Ensure all discussion items end with a decision, action or definite outcome
- Review and approve the draft minutes before distribution
- Ensure minutes are forwarded to all Council representatives for inclusion in the Council Agenda with all recommendations documented.

The Shockwave Manager will assist the Chairperson with the above responsibilities.

5. Minute taker

The role of the minute taker will be undertaken by the Council hosting the meeting. The minute taker will:

- Take notes of proceedings and prepare minutes of the meeting
- Distribute the minutes to all committee members one week after the meeting
- The minutes shall be checked by the Chairperson and accepted by committee members as a true and accurate record at the commencement of the next meeting

6. Frequency of meetings

Meetings of the Group will be held twice a year as a minimum at the time and place decided by the Coordinating Council.

7. Quorum

Business may be conducted at a meeting of the Committee only if a quorum is present. A quorum will be five (5) members.

8. Voting rights

- All members have equal voting rights, apart from the Human Ventures representative and the Shockwave Manager who hold ex-officio positions and therefore have no voting rights.
- Invited guests will have no voting rights
- A question is decided by a majority of the voters
- The Chairperson has the casting vote in event of a tied vote

9. Invited guests

People may be invited to attend the meetings at the request of the Chairperson on behalf of the Committee to provide advice and assistance where necessary. They may be requested to leave the meeting at any time by the Chairperson.