

FNQ Regional Mountain Bike Strategy

Steering committee

Terms of reference (draft)

Draft effective as of June 29, 2023

PURPOSE

To guide the review of the FNQ Regional Mountain Bike Strategy 2015 and the development of the FNQ Regional Mountain Bike Strategy 2024-34.

- Represent the interests of key MTB stakeholders and localities across FNQ.
- Guide and inform the review of 2015 strategy.
- Develop new directions and initiatives for the 2024- 34 strategy.
- Guide and endorse the development of the 2024-35 Strategy, and
- Provide expert advice/direction to FNQROC and other.
- Develop and endorse guiding principles.

The review and development of the FNQ Regional Mountain Bike Strategy is a Board directed project of the FNQROC Board.

SCOPE

Focusing on the cycling disciplines of mountain biking, offroad/adventure cycling/touring and pump track the FNQ Regional Mountain Bike Strategy Steering Committee (the Committee) will address the identified focal areas of:

- Economics and resourcing
- Health and wellbeing
- First nations perspectives and opportunities
- Women in MTB
- MTB destination development
- Adventure cycling and bikepacking.

The geographic scope of the FNQ Regional Mountain Bike Strategy includes the local government areas of Cairns, Cassowary, Cook, Croydon, Douglas, Hinchinbrook, Hopevale Mareeba, Tablelands, Wujal Wujal, Yarrabah. Adjoining local government areas of the Cape York and North Queensland regions will be given consideration when required.

TERM

The FNQ Regional Mountain Bike Strategy Steering Committee will convene during the development of the strategy (nominally June 2023 – May 2024). Future iterations of the Committee will be considered by the Committee and be at the discretion of the FNQROC Board.

LOCAL GOVERNMENT MEMBERS

Membership is available to any FNQROC member Council.

ADVISORY MEMBERS AND TECHNICAL EXPERTS

Advisory membership is extended to organisations outside of the FNQROC member Councils and contributes to the Committee through collaboration and sharing of learnings and technical advice that assist to deliver the purpose of the Committee.

- Cardwell Mountain Bike Club
- Cairns Mountain Club
- Department of Tourism, Innovation and Sport (DTIS)
- Mareeba Mountain Goats Inc.
- Queensland Parks and Wildlife Service (QPWS)
- Rainforest & Reef Cycling Club
- Southside Mountain Bike Club
- Tablelands Cycle Sports
- Tourism Tropical North Queensland (TTNQ)
- Wet Tropics Management Authority (WTMA)

RESPONSIBILITIES OF REPRESENTATIVES

To ensure the benefits are received by all, member of the Committee are encouraged to nominate an appropriately authorised representative to:

- Participate in meetings either face to face, via phone or video conferencing;
- Provide or advise on agenda items for meetings;
- Complete tasks and actions identified within any minutes; and
- Be the point of contact for their council, organisation, or department and
- Disseminate information within their networks as required.

ROLE OF FNQROC

FNQROC will:

- Coordinate an agenda and invite relevant presenters;
- Document recommendations to be put before the FNQROC Board and include in the next FNQROC Board agenda;
- Document progress of Actions of the Committee as appropriate for inclusion in the next FNQROC Board Agenda;
- Provide minutes of the proceedings of the Committee and disseminate relevant communications as required.

ATTENDANCE AND QUORUM

It is acknowledged that:

- Council and stakeholder resources may limit opportunities for attendance at meetings. Where attendance in person is not possible representatives are encouraged to attend meetings remotely if facilities are available.
- Attendance is voluntary and could be any number of councils with an interest in the agenda.

A senior staff or an appropriately authorised delegate should represent member councils at meetings.

Councillors with relevant portfolios are most welcome but it is not an expectation that each member council will provide this level of representation.

Where the FNQROC Board has directed the committee, a quorum is required.

There are twelve member Councils. The Western Council Forum is made of three Councils and there are a further three smaller Councils who rarely attend meetings due to a lack of resources. To achieve a Quorum four out of the remaining six Councils are required. Consensus amongst advisory members will also be sought as a matter of principle.

FACILITATION AND MEETINGS

Meetings will be facilitated by FNQROC.

- With no direction from the FNQROC Board, meetings are to be held up to four times a year.
- An agenda will be provided one week prior to a meeting.
- The location and duration of the meeting will be dependent on the agenda.
- Meetings can be via face-to-face, conference call, or video conferencing to ensure options for participation.
- While a quorum is not required (except for directed projects), the value of meetings for those in attendance relies on council participation. At a minimum four of the following councils are required to be in attendance for a meeting to proceed.

COMMITTEE RECOMMENDATIONS

Any recommendations from the committee for the FNQROC Board will be documented and included in the next FNQROC Board agenda for consideration.

REPORTING

An annual one-page summary from the committee will be provided for inclusion within the FNQROC Annual Report.

DISPUTE RESOLUTION

Where a dispute cannot be resolved at the committee, it is to be escalated to the FNQROC Executive Officer. If it cannot be resolved by the FNQROC Executive Officer, it will be escalated to the FNQROC Board.