

Regional Mountain Bike Strategy Steering Committee

Tropical North Queensland Regional Mountain Bike Strategy 2024-2034

Terms of reference

Purpose

To guide the implementation of the TNQ Regional Mountain Bike Strategy 2024-2034 (the Strategy).

- Represent the interests of key mountain bike stakeholders within the Strategy.
- Guide the implementation of the Strategy, including review and adjustment of recommendations as required.
- Provide expert advice/direction to FNQROC and other organisation and institutions as required.
- Enable regional collaboration and partnerships while supporting the efforts and initiatives of individual stakeholders in the Strategy.
- To guide and develop regional funding submissions or projects where appropriate.

The facilitation of the FNQ Regional Mountain Bike Strategy is a Board directed project of the FNQROC. The implementation of the Strategy relies on the individual and collective efforts of multiple stakeholders.

Scope

The Regional Mountain Bike Strategy Steering Committee (the Committee) will address the strategic areas outlined in the Strategy of:

- **Governance and planning** - Deliver regional coordination and collaboration
- **Quality trails and sustainable products** - Diversify our regional trail offerings and enable best practice administration and management.
- **Economic impact** - Deliver a world-class tropical mountain bike destination and industry.
- **Participation** - Celebrate our roots and grow our mountain biking community.

The geographic scope of the FNQ Regional Mountain Bike Strategy includes the local government areas of Cairns, Cassowary Coast, Cook, Croydon, Douglas, Etheridge, 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 Regional Mountain Bike Strategy Steering Committee will convene for a period of two years from the date of adoption (December 2024 – December 2026). At the close of two years the Committee will make recommendation to the FNQROC Board on future governance arrangements. Continuation beyond this date will be at recommendation of the Committee and at the discretion of the FNQROC Board.

Membership

Membership is available to any FNQROC member Council and is extended to local, regional and state, clubs, organisations and agencies involved in the delivery of the Strategy. Including but not limited to:

- Cassowary Coast Multisport Club
- Cairns Mountain Club
- Department of Sport, Racing and Olympic and Paralympic Games
- Mareeba Mountain Goats Inc.
- Queensland Parks and Wildlife Service (Department of the Environment, Tourism, Science and Innovation).
- Rainforest & Reef Cycling Club
- Southside Mountain Bike Club
- Tablelands Cycle Sports
- Tourism Tropical North Queensland (TTNQ)
- Wet Tropics Management Authority (WTMA)

Additional members may be recommended to the Committee for consideration as an agenda item of any scheduled meeting.

Invited guests and technical experts may be engaged by Committee in an advisory capacity.

Responsibilities of members

To ensure the benefits are received by all, members of the Committee is 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;
- Be the point of contact for their council, organisation, or department *and*
- Disseminate and communicate information within their networks as required.

Role of FNQROC

FNQROC will:

- Coordinate an agenda and invite relevant presenters and external contributions to the Committee;
- Document recommendations and actions of the Committee;
- 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.
- Support advocacy for resources and recommendations of the strategy.

Attendance

It is acknowledged that:

- Availability of resources may at times limit the 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.
- A senior staff or an appropriately authorised delegate should represent members.
- Additional representatives are welcome to join scheduled meetings.
- Councillors with relevant portfolios are most welcome, but it is not an expectation that each member council will provide this level of representation.

Quorum and abstention

Where the Committee is responding to a Board direction; or making a recommendation to the Board; or endorsing other business of the Committee; a quorum is required.

A quorum consists of 2/3 support i.e.- three Councils and three Clubs. The recommendations and directions of State Agencies and other stakeholders will be sought as a matter of principle.

- Where a quorum is not available; or a motion is required outside of a Committee sitting date the endorsement for a motion will be sought via a flying minute.
- State authorities and agencies are key stakeholders, but due to Departmental roles, potential policy conflicts and regulatory requirements are not decision makers per se; but rather provide technical advice and direction on relevant areas of strategy business.
- Abstention, withholding a vote; and objections to motions otherwise endorsed will each be recorded or otherwise noted.
- Meetings may be conducted without a quorum for the purpose of information sharing or workshopping.

Facilitation and procedure of meetings

Meetings will be facilitated by FNQROC.

- Unless otherwise directed by 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.

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 summary from the Committee will be provided for inclusion within the FNQROC Annual Report.

Dispute resolution

Where a dispute cannot be resolved by 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.

Version	Prepared by	Date	Key changes made
1.0	Travis Sydes, FNQROC	29/11/2024	Draft
1.1	Travis Sydes, FNQROC	24/04/2025	Amended purpose. Amended quorum and abstention. Amended role of authorities and agencies.
1.2	Travis Sydes, FNQROC	08/05/2025	Amended requirement for attendance for meeting to proceed when for information sharing only. Added option for seeking out of-session endorsement via flying minute when no quorum in meeting.