

Mitta Valley Mountain Bike Park Project Steering Group

Terms of Reference

Adopted : 26/08/21

Terms of Reference

Purpose

The purpose of the Mitta Valley Mountain Bike Park Steering Group is to administer the implementation of the Mitta Valley Mountain Bike Park Masterplan, in accordance with the funding agreement in place with Bushfire Recovery Victoria.

The group will adhere to best practice and ensure the funds secured for the Park development are appropriately expended. In doing so, the Group will procure consultants to oversee the development of approximately 50% of the Mountain Bike Park trail network, the development of a brand for the Park, as well as the establishment of a social enterprise that will generate income for Park maintenance.

Structure / Membership

The Mitta Valley Steering Group consist of various stakeholders inclusive of:

Stakeholder	No of Representatives
Local Commercial Operator/s	2
Farmer/Landholder and/or Community Member (non-commercial)	2
DELWP	1
Towong Shire Council	1
Tourism North East	1
Landcare	1
Mountain Bike Reps	1
Bushfire Recovery Victoria	1

Chairperson

The role of Chair will be undertaken by a nominated representative.

Secretary

The role of Secretariat will be undertaken by the Towong Shire Council Representative.

Objectives

The key objectives of the Mitta Mountain Bike Park Steering Group are:

- Apply best practice in procuring consultants to undertake works
- Review findings from investigation studies (e.g. Cultural Heritage Management Plan) in conjunction with the consultant/s and determine a path forward
- Advocate for the development of the Mitta Mountain Bike Park
- Facilitate community engagement where and when deemed necessary in conjunction with procured consultant/s
- Provide a channel for community members to stream their feedback on the project through
- Seek funding for the completion of the Mitta Mountain Bike Park
- Monitor delivery of all direct and indirect actions
- Report on project progress to Mitta Valley Inc. and Towong Shire Council
- Complete reporting requirements as per the funding agreement.

Meetings

- Meetings will take place monthly unless deemed necessary more regularly
- Meetings will take place 10.00am on the last Tuesday of the month, Magorra Park, Mitta Mitta
- Agendas and supporting documentation will be distributed by the secretariat at least 3 days prior to scheduled meetings
- Minutes will be distributed by the Secretariat within one week of the respective meeting
- Representatives are expected to attend at least 75% of meetings
- Representatives have the opportunity to appoint a proxy if unable to attend a scheduled meeting.

Decision Making

- A quorum at meetings will consist of representation of at least five positions.
- Decision-making is the responsibility of members. The process is consensus-based. Where there is no consensus, the majority view will prevail.
- Members should appropriately represent the view of the stakeholder sector they represent.
- Matters arising that require action prior to the next scheduled meeting of the group will be referred to the Chairperson. Where possible, matters will be attended to between meetings through written and electronic communication. Any decisions related to the group responsibilities made by the Chairperson between meetings will be communicated to members.

Review

The Mitta Mountain Bike Park Reference Group Terms of Reference will not be periodically reviewed during the delivery time of the project.

Terms of Reference will only be reviewed if deemed necessary by the Mitta Mountain Bike Park Reference Group.