
MARY TO BAY RAIL TRAIL ADVISORY COMMITTEE

TERMS OF REFERENCE

1. NAME

Mary to Bay Rail Trail Advisory Committee (MTBRTAC)

2. PURPOSE

The purpose of the Mary to Bay Rail Trail Advisory Committee (MTBRTAC) is to provide a forum for community and user groups to make recommendations to Fraser Coast Regional Council on the development and management of the Mary to Bay Rail Trail.

3. OBJECTIVES

The objectives of the MTBRTAC is to share ideas, provide recommendations to Council and to identify opportunities relating to the development and management of the Mary to Bay Rail Trail. This includes, but is not necessarily limited to, the following areas:-

- a. Future development/construction works;
- b. Operations and maintenance;
- c. Marketing, communication and promotion;
- d. Identification of opportunities for recognition of history and heritage;
- e. Identification of funding and grant opportunities; and
- f. Identification of opportunities for events.

4. SCOPE

As an Advisory Committee it is not intended that the Committee deal directly with operational issues. The Advisory Committee will provide advice to Council to be considered as part of Council decision making processes. In this regard the Chairperson will provide the conduit the Council.

5. MEMBERSHIP

Membership of the Advisory Committee shall comprise of:-

- Two (2) Councillors appointed by Council (one is Chairperson);
- One (1) representative of the Department of Transport and Main Roads;
- One (1) representative of Fraser Coast Tourism & Events; and
- Six (6) community members or members of representative key user groups.

And three (3) positions without voting rights:-

- Manager Community Development & Engagement, or their delegated representative;
- Director Infrastructure Services, or their delegated representative;

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- Program Manager Corporate Projects, or their delegated representative.

The MTBRTAC may seek expert advice from other sources and may invite other members of the community, representatives of other stakeholder groups, and Council staff to attend one or more meetings to discuss specific issues but these people will not have voting rights.

The Chair will be one of the Councillors as nominated by Council by resolution.

The spokespersons for the MTBRTAC will be the Chair.

Duration of the Appointment

Membership shall be for a period of 2 years with the member being eligible for re-selection.

The MTBRTAC will make a recommendation to Council for replacement of members who resign from the Committee prior to the end of their term.

Meeting Fees

Appointments are voluntary roles and are not paid meeting fees.

Appointment Process

Council may seek expressions of interest for nominations for community memberships, or invite suitably qualified persons and/or groups to apply. Regard will be given in the selection process:-

- Understanding of the principles/practices of rail trails;
- Knowledge and understanding of the local issues that are relevant to the management and operation of the MTBRTAC;
- Understanding of the wider social and economic implications of the development of the Mary to Bay Rail Trail;
- Interest and involvement in any locally based sporting, advocacy, landcare, heritage or volunteer organisations;
- Commitment to work in a positive relationship with Council;
- Ability to represent and work with others in the community; and
- Ability to represent a broad range of views that reflect the diversity of the community and potential user groups of the Mary to Bay Rail Trail.

6. ROLES AND RESPONSIBILITIES OF MEMBERS

Key user group, departmental and other agency representatives will be responsible for:-

- Ensuring that they are aware of and accurately represent their respective stakeholder group, department or agency views;
- Ensure that the outcomes of the MTBRTAC are conveyed accurately to their respective stakeholder group, department or agency;
- Ensuring that they do not participate in or try to influence discussion and recommendations on issues where they may have a material or personal interest; and
- Providing timely advice to Council when sought at scheduled meetings and special meetings.

Council representatives will be responsible for:-

- Ensuring appropriate liaison with the various departments and other committees of Council;
- Ensuring an appropriate level of involvement of relevant professional/technical staff at appropriate times and meetings;
- Ensuring appropriate levels of administrative support;
- Ensuring recommendations from the MTBRTAC are reported to Council in an appropriate and timely manner; and
- Providing background information available through Council that is reasonably considered necessary to assist members to reach appropriate recommendations.

7. ATTENDANCE

Members will attend, or nominate a delegate to attend all ordinary meetings of the MTBRTAC for which reasonable notice has been given. The nominated delegate requires the permission of the Chair to attend. The Chair may deem a member to have vacated his or her appointment if the member is absent from two consecutive meetings without leave.

8. REPORTING

The minutes, including any recommendations of the MTBRTAC will be reported directly to the Council Ordinary meeting as soon as is practical after each meeting of the MTBRTAC.

9. REVIEW

The MTBRTAC and Council will review the operational protocols, performance, outcomes and possible improvements of the MTBRTAC every 2 years.

10. CONDUCT OF MEETINGS

The MTBRTAC will meet as a minimum 6 times per year.

Special meetings and workshops may be convened by the Chair as necessary to address particular issues.

Workshop Groups may be formed to undertake specific tasks or projects as required.

Agenda Papers will be circulated to members not less than 7 days before each meeting.

Committee members may submit items to the Chair for consideration by the Committee as long as those items are in keeping with the Objectives and Scope of the Committee. This must be done at least 14 days prior to the meeting to allow inclusion on the Agenda.

Meetings will be conducted using recognized meeting procedures and all members will be expected to conduct themselves in a respectful, courteous and professional manner and show due regard to other members values and opinions.

11. GOVERNANCE

Media Comment and Confidentiality

Members of the MTBRTAC are to acknowledge that some information may have a confidential status and consideration of confidentiality will be respected.

Comments to the media on behalf of the Advisory Committee shall only be made by the Chairperson, or by another member of the Advisory Committee with the approval of the Chairperson.

The Advisory Committee does not have the power to speak on behalf of the Fraser Coast Regional Council.

Conflict of Interest

Members of the Advisory Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest, immediately advise the Chairperson and, if appropriate, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue.