



Committee Meeting 1-2016

Date: 16th June 2016

Time Start: 18:30

Location: DSR Office

Attendees:

- Alex Wade (AW)
- Jodie Stembridge (JS)
- Margaret McIlroy (MM)
- Vilma Fitzgerald (VF)
- Bryan Stephenson (BS)
- Ben Pruden (BP)
- Cathy Young (CY)
- Bret Watson (BW)

WAMBA's Vision:

Mountain biking is recognised as a mainstream, positive and family-friendly activity, where everyone is or knows a mountain biker.

And for Western Australia to embrace sustainable mountain biking as a leading recreational and tourism experience by delivering opportunities, maximising participation and sharing the benefits.

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1. Apologies

The following apologies were received by email:

- Peta Demidenko (PD) - WestCycle

2. Introductions

Each member of the new committee introduced themselves and gave some background about themselves and their connection to mountain biking.

3. Treasurer's Report

The Treasurer's Report from 26th March to 16th June 2016 was accepted unanimously.

Account Balance

Balance at 26 th March 2016	\$40,499.21
Balance at 16th June 2016	\$41,460.11
<i>Total in</i>	<i>\$960.90</i>
<i>Total out</i>	<i>Nil</i>

Funds in

▪ MTBA Memberships	\$415.00
▪ Rider payments for Junior State Team Shirts	\$100.90
▪ WestCycle (part payment for Louise Wallace to attend National Standards Working Group meeting)	\$445.00

Funds out

- Nil

Funds due - Invoices: **\$0.00**

- Nil

Future Withdrawals/Payments outstanding: **\$30,288.00**

- Project 11 - Langford Park Maintenance **\$5,500.00**
(To be paid when agreement is complete; no date set as yet)
- Project 21 - Murray Valley Project **\$8,965.00**
(Waiting for invoices and project to be completed. Two invoices have been paid to date 22/12/2015. Being acquitted by Amanda Pruden PDMBC)
- Project 10 - Kalamunda Green Trail Works **\$17,483.00**
(Progress claims 3 & 4 to be invoiced when complete; \$2.660 overpayment credited to claim #3)
- Amts collected for Dwellingup & Jarrahdale **\$TBC**
- Awesome Foundation Grant 2014 **\$1,000.00**
(No yet allocated to a project)

Grants not acquitted or claimed to date:

- Lotterywest – Kalamunda Green Trails (# 421003060) **\$6,855.00**
(See note above - \$4,235.00 progress payment claimed from Lotterywest on 20/12/15)
- Lotterywest – Murray Valley Project (# 421005127) **\$0**
(All grant money received by WAMBA up front 1/4/2014)

Unallocated Funds: **11,172.11**

JS submitted a summary of expenses to be reimbursed (total of \$256.09):

Date	Amount	Supplier/ Company	Reason for purchase
22/07/15	\$14.00	Facebook Ads	To boost the audience reach of post about release of MTB Guidelines document for public comment
21/08/15	\$28.00	Facebook Ads	To boost the audience reach of post requesting applications for new MTB paid positions within WestCycle
13/12/15	\$62.59	Caltex	Fuel to drive down to Bunbury for meeting with WA Junior State MTB Team and parents
22/12/15	\$54.00	Sienas of Leederville	Pizza for dinner at last committee meeting for 2015
02/02/16	\$25.50	Webcity Australia Pty Ltd	Renewal of website domain name (wamba.org.au)
09/03/16	\$44.00	Australia Post	Postage of team shirts to WA Junior State Team members (\$26.40 was reimbursed by riders).

19/04/16	\$28.00	Facebook Ads	To boost audience reach for post calling for nominations for 2016/17 WAMBA committee
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Reimbursement of expenses totalling \$256.09 was approved by the Committee.

Action Items Update:

1. 22/12/2015 – Treasurer to review and confirm amount allocated to Dwellingup & Jarrahdale maintenance remaining from fundraising
2. 22/12/2015 – Treasurer to review and update budget to confirm total unallocated amount
3. 22/12/2015 – Treasurer to request BAS from Accountant for GST prior to AGM 2016
4. 16/06/16 – JS to set up a reimbursement of expenses payment in Bankwest; Treasurer to approve payment.

4. President's Report

AW provided a brief overview of his report, which is attached to the back of the minutes.

5. WestCycle Operational Update

A summary is provided at the back of the minutes.

Richard Coker has resigned as Mountain Bike Operations Manager and taken on an outdoor education role in the Swan Valley. WAMBA wishes him thanks for all his hard work and the progress made since taking on the role at the end of last year, and wishes him all the best in his new role.

6. Agenda Items

No.	Item/ Status/Decision / Action	Who is Responsible
1	<p>Letter of Support for Junior Rider's SIDE Application</p> <p>Background: Roly Kyme was a member of this year's WA Junior State MTB Team. In order to give him a better chance of competing at the top level in mountain biking, his parents are applying for him to complete his schooling through the Schools of Isolated and Distance Education (SIDE) – an online school and provider of distance education. Enrolments are for those who are geographically isolated, temporarily living overseas or travelling within Australian or overseas and who don't have access to suitable schooling, and those applying under Elite Performance, which covers:</p> <ul style="list-style-type: none"> ▪ Talented in high level competition/ performance. ▪ Involved in competition/ performance at a state/ national/ international level. 	Jodie

	<p>As part of the application, they required a letter of support from WAMBA as the state sporting body, to validate his ranking and participation in MTBing at a state level and his potential to be involved in the sport at a national level.</p> <p>Discussion: As this is the first opportunity WAMBA had to consider the endorsement of a SIDE application, I was conscious about considering the implications for all junior riders and to take care to set a precedent that doesn't advantage or disadvantage anyone. After consultation with the WestCycle High Performance Manager, who has had some experience with this type of request, a letter of support was sent to SIDE simply confirming Roly's recent results and achievements as accurate. Joe's advice was not to comment on Roly's potential for achievement at an elite level, as we have no way of measuring it and it would be unwise to put WAMBA in a position of having to justify our assessment of his potential if he doesn't achieve it.</p>	
2	<p>Lotterywest Grant Money</p> <p>Background: WAMBA still holds grant money for a few trail projects (from its days of being a trail advocacy group) that still need to be acquitted, in particular the Jarrahdale Maintenance Agreement.</p> <p>Discussion:</p> <p>WAMBA still holds a total of \$32,948.00 grant money for the following projects:</p> <ul style="list-style-type: none"> ▪ \$1,000 Awesome Foundation Grant – <i>not yet allocated to a specific project</i> ▪ \$5,500 Jarrahdale Maintenance Agreement – <i>works haven't yet been allocated to a contractor, so no date on when this will be completed</i> ▪ \$8,965.00 Murray Valley Project – <i>waiting for invoices and project to be completed. Amanda Pruden (PDMBC) in charge of the acquittal.</i> ▪ \$17,483.00 Kalamunda Green Trails Project – <i>waiting on invoice for works from KMBC. WAMBA still to claim from Lotterywest.</i> 	Alex/ Bryan
3	<p>2016/17 (Year 2) Strategic Focus for WAMBA</p> <p>Background: Following on from the 3rd March 2016 committee meeting (10-2015) facilitated by Colin Brown, in which the committee discussed the future direction of WAMBA, a decision was made to refocus our efforts on doing only the things that <u>only WAMBA can do</u>; that can't be done by anybody else. <i>This is to be the 'united voice of the mountain biking community' and advocate for the wants/needs of the mountain biking community, and to influence the key stakeholders and decision makers.</i></p> <p>This will mean that WAMBA will remain the 'state sporting association for mountain biking', but our role will not be to do everything that is listed within the relevant strategic and operational plans. WestCycle may or may not do those operations that WAMBA are unable to do.</p> <p>Moving forward, WAMBA needs to be very clear on what our role is, what people can expect of us, how we operate (and how we work with WestCycle), who we represent, and most importantly how we engage with the mountain biking community.</p> <p>Discussion: An outline of potential areas to focus on for the coming year:</p> <ul style="list-style-type: none"> ▪ Club consultation/ engagement: If WAMBA is to be the "united voice of the WA mountain bike community", how do we better engage with clubs? Currently we don't know or understand how clubs engage with key 	Alex

stakeholders (e.g. DPW, DSR, Lotterywest), nor understand why they don't require WAMBA endorsement of their plans (relates to WAMBA's relevance as a state body). We need club buy-in and alignment, and some clubs have very strong views on certain things (they may not agree with each other on priorities) – how is this best handled? How do we leverage club strengths/ ideas/ concerns?

- **Communications plan:** there is confusion within the community, as well as the committee, about the different roles of WAMBA and WestCycle. We need to better communicate how and why WAMBA is relevant/ important to the community.

- **Department of Water's Policy 13:** The document's full title is *Operational policy 13: Recreation within public drinking water source areas on Crown Land*, and was published by the Legislative Council's Standing Committee on Public Administration in 2012 and is based on an enquiry conducted in 2010. In very simple terms, what the policy does is limit recreational activities and facilities in outer catchments in public drinking water source areas to 2012 levels, in order to protect water quality and public health. The policy specifically bans enhancement or expansion of recreational facilities.

One of the central justifications for the limitations imposed by Policy 13 is to reduce the risk associated with pathogenic micro-organisms. Another are the risks to water quality associated with turbidity and contamination from hydrocarbons. Turbidity is closely linked to erosion associated with tracks and trails. Other concerns relate to the additional costs associated with addressing the problems associated with recreation in catchment areas.

At the moment Policy 13 is the major impediment to the development of additional trails in the Perth hills. In fact, it imposes restrictions on land usage as far down as Dwellingup. The policy will be reviewed in 2017 and there is a very real risk that the next iteration of the policy will be even more restrictive. WAMBA needs to be on the front foot in relation to this review, so that we effectively represent the interests of mountain bikers during this review. To do this, we need to set up a lobbying strategy, in conjunction with WestCycle.

- **WAMBA Constitution:** Changes to the Associations Incorporated Act 1987, which WAMBA is incorporated under, come into effect on 1st July 2016. The new law will continue to provide a framework of regulation for not-for-profit organisations such as sport and recreation clubs, societies and community groups in Western Australia leaving the internal management of associations largely to the members. Associations will still be able to incorporate as a separate legal body and thereby limit the liability of its members for lawful activities.

This means our constitution needs to be reviewed and updated in line with these changes, particularly around:

- Financial reporting
- Governance
- Privacy
- The rules and
- Membership of our organisation

DSR and the Department of Commerce have provided plenty of resource material on the changes. Should WestCycle be providing a shared service for its member organisations on this issue?

A subcommittee needs to be set up to review these changes and how they affect our organisation, review and update our constitution so we can abide

	<p>by the legal requirements of the new Act, and looking at how we can help our affiliated clubs that are incorporated associations to also prepare for these changes.</p> <ul style="list-style-type: none"> ▪ WAMBA Strategic Plan: Does WAMBA need to revise its strategic plan in light of the recent refocusing of our organisation's direction. <p>What other important areas should WAMBA be focusing on for 2016/ 2017?</p> <p>We need everyone within the committee to each lead and work on a portfolio/project.</p> <p>Outcome: due to how important it is to get this right, it was decided that we needed more time and clearer heads to discuss this in depth. The committee unanimously agree to set up a Saturday morning workshop to focus solely on this matter. Potential date is Saturday 30th July, so workshop will be held instead of next committee meeting (which is scheduled for Tuesday 26th July).</p> <p>Action: Contact all the committee to confirm a date for workshop (JS).</p> <p>Action: Contact Kalamunda Camel Farm to see if can utilise room below their café for the meeting (JS).</p>	
4	Mountain Bike Guidelines	Ben
	<p>Background: In 2006, the Department of Parks and Wildlife (DPW) prepared a DRAFT Mountain Bike Management Guidelines document for mountain biking activities being undertaken on DPW managed lands. The document didn't progress further than draft form.</p> <p>With the considerable development in mountain biking activities since then, DPW in conjunction with WestCycle and WAMBA, decided to create a Mountain Biking Working Group (MTBWG) to produce revised guidelines. These would assist DPW staff in consistent management of sustainable mountain biking activities on DPW managed lands, but also be available to the wider mountain biking community including clubs, land managers, trails builders, etc.</p> <p>Members of the mountain bike community were invited to be part of the working group, which included reps from DPW, WAMBA and WestCycle:</p> <ul style="list-style-type: none"> ▪ Jodie Stembridge ▪ Margaret McIlroy ▪ David Willcox (Common Ground Trails) ▪ Paul Neve (Three Chillis Design) ▪ Neil Brodie ▪ Richard Blair ▪ James Lobegieger ▪ Carl Beck <p>Louise Wallace was the initial WAMBA rep, with Ben Pruden having taken over the role.</p> <p>The primary aim of the guidelines is to provide a well-defined framework to support the local mountain bike community and land managers develop trails that, among other things, are sustainable and of a high quality, meet the requirements of riders of all abilities, as well as able to provide for a range of MTB disciplines and skill levels.</p> <p>Key areas of focus for the Guidelines were:</p>	

	<ul style="list-style-type: none"> ▪ Trail planning protocols ▪ Facilitates detailed trail design ▪ Sets classifications and standards of features ▪ Details management and maintenance strategy <p>A recommendation of the state strategy, the draft <i>Western Australian Mountain Bike Management Guidelines</i> document were released for public comment in July 2015.</p> <p>With the release of the draft document for public consultation, the Downhill community have been very vocal in their opposition of Table 3, and as a consequence, the entire document. The Tenure Compatibility (Parks and Wildlife Managed Land) matrix on page 21 of the guideline document shows Parks and Wildlife managed land cross referenced against the potential suitability for recreational mountain bike trails. In particular, the Downhill community weren't happy that the table showed their discipline as being "Not Compatible" with national parks. They feel the document and process marginalises them by excluding them from these parks.</p> <p>WAMBA published a written response to address these concerns - http://www.wamba.org.au/index.php/home/news/204-response-mtb-guidelines</p> <p>The MTBWG met on 9th June to discuss the public feedback and subsequent amendments to the guidelines proposed by DPW. Table 3 was amended to show that Downhill and Freeride trails are "Conditionally Compatible" in national parks - <i>MTB trail development may be considered if the trail type, design and alignment have little to no negative impact on the area's conservation, heritage or social values and/or where there are no conflicts with other recreation activities.</i></p> <p>After vigorous discussion, the MTBWG group decided to accept the proposed changes to Table 3.</p> <p>Discussion: As the WAMBA rep, Ben still feels the changes don't go far enough in addressing the fears of an important part of our community. Whether WAMBA should endorse the document based on this issue was discussed, but the feeling of the committee was that a lot of work had gone into it by the members of the MTBWG and the document was still a great planning tool for the mountain bike community to use. The regional master plans have already identified areas in national parks for downhill trails, and WAMBA will continue to work with Parks and Wildlife to ensure the voice of the downhill community is heard.</p> <p>There is a final MTBWG meeting next Thursday (23rd) to finalise the draft guidelines and provide another opportunity for Ben to voice his concerns on behalf of the downhill community.</p>	
5	Mountain Bike Industry Day	Alex
	<p>Background: For the past three years, DSR has provided funding and resources to organise a day of riding and networking between WAMBA and its key stakeholders. Hire bikes and guides are supplied by Rock and Roll Mountain Biking. Usually held in October (as part of Outdoors October) at Kalamunda, this day has proved to be successful in getting those who may not have even been on a mountain bike, but who make decisions that impact the MTB community, out on the trails. There's been a lot of positive feedback about this initiative, as well as some suggestions about replicating the event in the regional areas.</p>	

<p>Discussion: Planning for this needs to start now. Will DSR be supporting this initiative again this year? Who should organise it? Should the day be a part of the state trails conference (e.g. be held on the Saturday after the conference)? Should there also be northern and southern regional events (not just a Perth based one)?</p> <p>Action: Contact Steve at DSR to see if they are still interested in funding and organising the event again this year (JS).</p>	
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7. AOB

No.	Item/ Status/ Decision / Action	Who is Responsible
1	<p>Proposed 2017 National Round in WA</p> <p>Background: Tony Tucknott (TT) spoke with MTBA about setting up a double header XCO national round in WA for next 2016/ 2017 series. MTBA want it on Australia Day weekend as per previous two years (Pemberton).</p> <p>Margaret River Shire have withdrawn their tender/ support due to accommodation issues on the long weekend and they have enough events going on in their region during this period.</p> <p>Peel Shire are interested in hosting, but TT advised MTBA they don't have trails in area that are national round level. The question has been raised as to whether it's possible to fast-track development of trails within the Murray Valley.</p> <p>The Shire of Manjimup (Pemberton) was approached again, but don't have the money to pay MTBA the staging fee to hold national rounds there for a third year in a row.</p> <p>The Goat Farm is really the only national round worthy trails near Perth, but there's reservations due to how hot it will be in Jan/ Feb and therefore not very nice for spectators or competitors. It would also involve trying to get funding from local shires, City of Perth or Tourism WA for MTBA staging fee (which is over \$10k).</p> <p>Tony put a proposal to MTBA for PMBC to run the rounds and have operational control of organising the event. Waiting to hear back.</p> <p>Action: WAMBA and WestCycle to take control of this and have a meeting with MTBA to discuss (AW).</p>	Alex

Meeting Closed: 20:30pm

Next Meeting: 2016/ 2017 WAMBA planning workshop – Saturday 30th July at Kalamunda Camel Farm (TBC).

Operational		Strategic	Relationship
Current period			
12/06/2016:	Met with WestCycle resource and Jodie to discuss operational priorities		18/06/2016: Attended racing development group meeting 25/06/2016: Formal hand-over with Westcycle
Next period			
Find a secretary or share workload	WestCycle management strategy		Meet with Rod Annear
Committee priorities against operational plan	Policy 13 working group		Meet with Steve Bennett (DSR)
WestCycle operational review	Bold Park		Contact club presidents
			Race development group follow-up
Future			
OSP funding	Policy 13 lobby plan		21/06/2016 [Bunbury] South West Cycling Strategy
Association Acts Incorporations Act Training	Constitution		Contact local commercial event companies
WestCycle executive review	MTBA lobby plan		Contact local trail builders
AKRS	High Performance		24/7/16: Attend Kalamunda 50
Race calendar working group			Contact MTBA
			13/8/16: Meet with Cape Range Riders
WestCycle operational review			21/8/16: Attend WAGE Round 5
			11/9/16: Attend WA XCO State Champs
			Race development group follow-up



WAMBA Meeting - Thursday 16th June 2016

WestCycle Update
Peta Demidenko

WestCycle Mountain Bike Team

- Richard Coker (MTB Operations Manager) has resigned as of Friday 10th June 2016.
- Leanne Robb (MBTF Volunteer and Events Coordinator) has resigned as of Tuesday 14th June 2016.
- New MTB Team structure to be presented to the WestCycle Board. Once approved, the structure will be communicated.
- Any MTB queries, please contact Peta Demidenko.

WA MOUNTAIN BIKE STRATEGY

Year 1 Deliverables - Overview

The below is a snapshot of achievements within the first year deliverables for the implementation of the WA Mountain Bike Strategy.

- 2 dedicated mountain bike staff at WestCycle
- 1 Application for Royalites for Regions Business Case
- 2 new clubs created with assistance from DSR and WAMBA
 - Northern Beaches Cycling Club
 - Cape Range Riders Exmouth
- 16% increase of memberships to informal groups across WA
- 8 clubs celebrated their volunteer workforce through the Volunteer Recognition Scheme
- 7 new intro MTB programs were conducted across 4 DSR regions
- Ladies (specific DSR Grant Performance Measures)
 - 310 ladies were introduced to mountain biking
 - 55 ladies attended additional MTB events
 - Success story - 2016 Kalamunda XC State Round approx 20% of the race field were women
- 9 new schools in 3 DSR regions completed a mountain bike taster session
- Increase of 480 participants in MTBA sanctioned events (specific DSR Grant KPI's)
- 10 clubs were provided assistance from the Coaching Subsidy Scheme to upskill their volunteers with the MTBA Level 0 MTB Skills Coach accreditation
 - Approx 30 new MTBA NCAS accredited coaches in 5 DSR regions (by the end of 2016)

Year 2 Deliverables

- The MTB Implementation Reference Group will be meeting next week to approve the Draft Year 2 deliverables.

ALBANY URBAN DOWNHILL - 24-25th September 2016

- WestCycle/WAMBA/Albany Mountain Bike Club have been successful in receiving a \$10,000 Country Sport Enrichment Scheme grant to assist with the event management of the Southern MTB Festival (Formerly the Albany Urban Downhill).

CAPE RANGE RIDERS - EXMOUTH

Peta as WestCycle/WAMBA representative met with the Club.

The aim of the trip was to:

- Provide Club Engagement support by attending the Club Committee meeting as well as provide assistance at the Club's event at the Whaleshark Festival on Saturday 28th May 2016
- Provide an overview of the WA Mountain Bike Guidelines framework to the club and local agencies (DPaW and the Shire of Exmouth)
- Provide support towards the proposed master plan and attend meetings relating to the development
- Conduct a site visit to the proposed development area in order to visualise the site for the planning and development stages of the project.
- Assist in the development of the Volunteer Management Plan and highlight the importance of this to the club and agencies for future mountain bike sustainability (both in trail and club development).

UPDATE

- Peta will meet with officers within the Minister of Water office (Hon. Mia Davies MLA) to provide guidance and direction towards a resolution on the Club's Water Corporation land access issues.

MTBA NEWSLETTER - WA CONTENT

- Westcycle has developed content for the next MTBA e-newsletter to promote the great work that is happening within the West Australian MTB Community.
- A draft will be distributed to Jodie for review before sending to the MTBA Communications Coordinator.
- This will become an ongoing monthly process.
- Article ideas
 - Break the Boundary - ORHC state round and clinics
 - State School Champs
 - WA Strategy Review - Year 1 deliverables
 - (Future) release of WA MTB Guidelines
 - Others? (Does WAMBA have additional ideas?)

OFF ROAD HAND CYCLING

- Rock and Roll Mountain Biking, WAMBA, Break the Boundary and WestCycle are working together to present 2 clinics
 - Saturday 17 September 2016: Come and try day
 - Saturday 29 October 2016: Try the trail
- These will be promoted via Facebook channels.

RACE/EVENT DEVELOPMENT GROUP

- Race Development Group proposed and membership requested.
- First scoping meeting held (18th May 2016) to discuss what WAMBA/WestCycle support is required to assist with planning and delivery of state events
- Peta and Alex to meet to determine future process and to discuss

- WA hosting of a 2016/2017 MTBA National Series Round
- 2017 Events/Race calendar development
- WestCycle operational support for Event Management

SCHOOL CHAMPIONSHIPS - 4th - 5th August 2016 : Goat Farm, Greenmount

- First time in over 10 years!
- The aims of the initiative are to:
 - Support and increase mountain bike participation in young people
 - Increase participation of young people at mountain bike events
 - Provide a talent ID program for the WA Mountain Bike High Performance pathway

SOUTH WEST MOUNTAIN BIKE TRAILS HUBS PROJECT

Business Case

- The South West Mountain Bike Trail Hubs Project Proof of Concept for the Royalty for Regions bid has been approved to go to Business Case.
- WestCycle, DSR and DPaW will commence working towards developing the Business Case draft.

TRAIL DEVELOPMENT

Goat Farm Redevelopment

- Richard will stay on as a WestCycle volunteer to coordinate the Goat Farm Steering Group effort.
- The framework has been developed as per MTB Guidelines
- Currently awaiting approval from the Perth Hills Districts
A Lotterywest Trail Grant will then be submitted for the Concept Design and future construction.