



## Committee Meeting 2-2016

**Date:** 30<sup>th</sup> August 2016

**Time Start:** 18:30

**Location:** WestCycle Boardroom

**Attendees:**

- Alex Wade (AW)
- Jodie Stembridge (JS)
- Margaret McIlroy (MM)
- Vilma Fitzgerald (VF)
- Cathy Young (CY)

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**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:

- Ben Pruden
- Bryan Stevenson
- Bret Watson
- Peta Demidenko - WestCycle

### 2. Minutes from Previous Meeting

The minutes from 16<sup>th</sup> June 2016 were unanimously accepted as accurate and all actions have been completed or carried over to the current Action Items List.

Update on items from previous minutes:

**WA Hosting of 2017 MTBA National Series Round:** after a lot of emails amongst interested parties and WAMBA/ WestCycle having discussions with MTBA, it's been decided not to hold a national series round in WA next year. There's not enough time to organise it and get funding, and need more time to negotiate a potential change of date and fees. Keen to work together to ensure we secure a round for 2018.

### 3. Treasurer's Report

The Treasurer's Report from 16<sup>th</sup> June to 30<sup>th</sup> August 2016 was sent out to the committee too late for everyone to review. Will be reviewed at next meeting.

#### 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. President's Report

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

**SW Cycling Review Forum** – every discipline/ club has the same issues. MTB clubs still think WAMBA is too Perth focused and doesn't do enough for them. The forum reinforced the need for a SW solution – to be managed and executed locally. Option # 2 to address issues was decided on by group – to create a working group of cross functional clubs to address common themes as a collective.

**Trip to Exmouth** – the land isn't great with access issues with Department of Water and Department of Defence. They also don't know how to build trails – would like to organise trail building workshops and engage with key stakeholders. WAMBA can provide help with letters of support. They're also keen to tie in an event(s) with Burrup and possibly Geraldton.

#### 5. WestCycle Operational Update

A summary from PD is provided at the back of the minutes.

#### 6. Trails Projects Update

No update from BP.

- **Goat Farm Redevelopment** – update from MM. Consulted with DPaW Hills District. There are a few minor issues to be resolved. Funding of concept plan will come from Lotterywest; the rest of funding to build will come from Mundaring Shire + Lotterywest. Need approval from District first, as it is tied to the Perth Hills Trails Strategy. Working group – WAMBA, Paul Neves (3 Chillies adviser), PMBC, DPaW, DSR, and a Goat Farmer rep.

#### 7. High Performance Update

JS gave a brief outline of the history of high performance for mountain biking in WA up to this point. There has never been any formal HP pathway or funding at a state level; only informal pathways built from the hard work and dedication of parents, clubs and private coaches. MTBA has only been doing development at an elite level (U23 onwards), with U17 and U19 development recent additions to their work.

Progress towards a formal HP pathway for mountain biking started from a couple of points:

1. Tony Tucknott (PMBC) pulled a team of juniors together and travelled to 2014 National Champs. From there, the WA Junior State Team was born. In 2015 WAMBA got involved by setting up a selection policy and criteria, a nomination process and a 4 person selection panel. Graeme Adams (SWMBC) was appointed as WAMBA Junior State Coach two years in a row and took the 2015 and 2016 teams to the Nationals.
2. In early 2015, DSR brought a consultant in to do a HP review on all the cycling disciplines. From this review, WestCycle has employed a DSR funded HP Manager who has produced a

HP strategic vision document for cycling in WA, and is currently working with each discipline to launch their formal state HP programme.

For mountain biking, he has further developed on the work done so far with our WA Junior State Team, and set up a programme comprising Team WA, a WAMBA State Squad, and a WAMBA State Team. Progress so far:

- Preliminary information about this new programme has been released to the MTB community
- State MTB Coach – invited nominations; interviewed candidates; Mark Wardle has been selected
- State MTB Coach to work with WestCycle HP Manager to set up the structure of how the programme will work
- Pemberton Junior Development Camp in October – the last three years this has been run as a joint PMBC and MTBA event to support junior development in WA. Mark has run it for PMBC, and wants it to continue; is still in discussions with MTBA about how this will fit into our new state HP programme.
- MTBA Regional Junior Development Camps – other than WA, there are no other state bodies and therefore no formal state HP pathways in place. To help bridge this gap, MTBA have asked for EOIs in running regional junior development camps in each state (including WA). Despite WAMBA and WestCycle keeping MTBA up-to-date with the progress of our new HP programme, they have still decided to launch their concept here. This has led to some confusion within the MTB community – why are there two development camps being run by different organisations for the same purpose?

We are making great progress in HP at a state level, and have WestCycle and DSR backing and funding, so we hope in the future that MTBA will work with and support us.

**Action:** VF to let the WestCycle HP Manager know she has ECU Sports Science contacts that could be helpful for our programme.

## 8. Agenda Items

No.	Item/ Status/Decision / Action	Who is Responsible
1	Jarrahdale Maintenance	Alex
	<p><b>Background:</b> There is currently a \$5,500 maintenance service agreement for Jarrahdale still under WAMBA's responsibility. Louise Wallace has had numerous discussions in the past with Mark Wardle from Rock and Roll Mountain Biking about engaging them to do the work, but nothing has eventuated. As such, she would like to offer that Common Ground Trails undertakes the work. Carl Fox was employed by Three Chillies to do the maintenance work for the Goat Farm and has a good relationship with Stephanie, who will most likely be the Parks and Wildlife district contact for Jarrahdale.</p> <p>Common Ground Trails are offering to complete the maintenance service agreement work for \$5,500 (inclusive of GST), which would include all liaison and</p>	

	<p>reporting to the Department of Parks and Wildlife, and providing a report to WAMBA upon completion of the works.</p> <p>Given WAMBA doesn't have any guidelines in place about discretionary spending, a general rule of thumb that could be used is that works under \$5k can be approved with one quote; 3 quotes are required for works between \$5k and \$15k; over \$15k require quotes from everyone with whom we have a relationship.</p> <p><b>Discussion:</b> Given that we're talking about a little over \$5k, does the Committee want to vote to approve or reject this offer from Common Ground Trails?</p> <p>BP emailed his concern to the committee prior to the meeting – questioning CGT's ability to deliver on this commitment, given all the other work they're currently engaged in and the challenges they have in completing existing contracts. He prefers a competitive tendering process.</p> <p>MM – DPaW Hills District feel the priority is signage, not trail maintenance. Carl Fox has done the maintenance plan already. Proposal to District first for approval. Have money from DPaW for maintenance, but not sure for the plan as well.</p> <p><b>Action:</b> Approach 3 Chillies to see if Paul wants to do the maintenance and quote for plan (MM).</p> <p><b>Action:</b> Email a copy of DPaW agreement to MM (JS).</p>	
2	Mountain Bike Industry Day	Jodie
	<p><b>Background:</b> For the past three years, DSR has provided funding and resources to run 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><b>Discussion:</b> Planning for this needs to start now. JS will provide an update after initial discussions with DSR, before handing this initiative over to CY who has volunteered to liaise with DSR and drive it.</p> <p>Steve Bennett has said that DSR recognise the importance of this networking event, and are still keen to fund and organise it. He is waiting to get the go-ahead from his boss before setting a date and progressing with the organisation. Friday morning is still the best for corporate engagement, and no later than October (too hot in November).</p> <p>JS – last year Rock and Roll Mountain Biking provided guides, hire bikes and lunch. There were a lot of comments from regional clubs last year about wanting a similar event in their areas, or having the event on a Saturday so they can attend. They would like to be involved in a significant networking event like this. Float the option of having northern and southern events, in addition to the Perth one, with DSR.</p> <p>Lots of ideas were discussed, including doing a bus tour from Kalamunda trails to Jorgenson park; get everyone thinking about what HP technical trails look like (to support HP juniors training and scoring of national level events), what it takes to</p>	

	<p>develop these types of trails, the challenges involved and what we want to achieve in the future.</p> <p><b>Action:</b> Send an email to DSR to introduce CY who will be driving this initiative (JS).</p> <p><b>Action:</b> Send an email to CY with all background information about this event (JS).</p> <p><b>Action:</b> Liaise with DSR on invite list and any other tasks needed to organise the day (CY).</p> <p><b>Action:</b> Send list of potential invitees to CY (AW).</p>	
3	WAMBA 2017 Race Calendar Coordinator Role	Jodie
	<p><b>Background:</b> Historically Perth MTB Club have coordinated the race calendar. Last year Greg Murison (Perth MTB Club and WA Cyclocross) volunteered his time and did quite a good job, although the process was started a bit too late in the year. I was involved as WAMBA rep and for the first time, we had a meeting of all the event organisers to finalise the draft calendar (we got positive feedback about it).</p> <p>As there is basically only a month of racing to go, and with event organisers already looking at setting dates for 2017, WAMBA should take the lead on this. I suggest that the person who takes up the role would work with Peta, if required.</p> <p><b>Discussion:</b> I propose we draft up a position description for the Race Coordinator's role and advertise for expressions of interest. An email should also be sent out to all event organisers asking for their proposed event dates, bearing in mind that the state series and other small races will be worked around major events like the Cape to Cape and Dwellingup 100.</p> <p><b>Action:</b> Speak to Chris Park (PMBC) to get his thoughts on this suggestion, and find out whether he has anyone in mind who can do the job (JS).</p>	
4	2016/17 (Year 2) Strategic Focus for WAMBA - Review of Strategic Plan	Alex
	<p><b>Background:</b> Following on from the 3<sup>rd</sup> 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>In light of the recent refocusing of our organisation's direction and the operational work being done by WestCycle, we need to review and update the draft WAMBA Strategic Plan 2015-2017.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>What important areas should WAMBA be focusing on for 2016/ 2017?</li> </ul>	



<ul style="list-style-type: none"> <li>▪ Every committee member to be allocated portfolios/ projects to lead and work on, bringing in additional volunteers where more resources &amp;/ or expertise is required.</li> </ul> <p>Focus for 2016/ 2017 should be:</p> <ol style="list-style-type: none"> <li>1. Policy 13 (BW) – WAMBA needs to be at the forefront of change for the clubs' benefit; will be putting a submission to working group on behalf of mountain bikers.             <ol style="list-style-type: none"> <li>a. WA research (2001) is old and before the explosion of MTBing. Need recent research on the impact of MTBing on the environment, water contamination and erosion. ECU involvement?</li> <li>b. Engagement with DoW and other trail user groups.</li> </ol> </li> <li>2. Communication (JS) – in discussions with strategic communications consultant who has volunteered her time to help WAMBA with a communications strategy. The different roles WestCycle and WAMBA are playing within mountain biking is confusing the MTB community who see both organisations as doing the same things.</li> <li>3. Constitution (AW) – review and update ours (in line with current legislation) and then engage with clubs directly about theirs. As the peak cycling body, the expectation is that WestCycle should provide draft constitution tools and template for its members, who can then take it to their clubs.</li> <li>4. HP &amp; Sport development (JS) – continue working with WestCycle HP Manager on formal HP pathway for MTBing. WAMBA's function is to continue to lobby for the construction of quality technical trails for our elite juniors to train and compete on in order to be competitive at a national level.</li> <li>5. Club strategic liaison (VF) – allocate committee members as first point of contact for clubs; operational club matters to Peta and strategic matters for the committee to deal with. Would be great to have a WAMBA rep at clubs' AGMs; engage with regular phone calls; reading minutes; keep up-to-date on each club's progress, objectives and challenges.</li> <li>6. Trail development (BP) – to continue as WAMBA rep on steering committees.             <ol style="list-style-type: none"> <li>a. GF redevelopment &amp; Jarrahdale maintenance (MM).</li> </ol> </li> <li>7. Treasurer/ financial (BS) – budget for 2016/ 2017 execution/ implementation plan.</li> </ol> <p><b>Action:</b> develop and email draft execution/ implementation plan to committee for review prior to next committee meeting (AW).</p>	
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## 9. AOB

No.	Item/ Status/ Decision / Action	Who is Responsible
1	<p>2015/ 2016 State Sporting Association Annual Census (DSR)</p> <p>DSR annually collects information from State Sporting Associations (SSA) through the census to inform its current and future programs, services and resources across the State. The census is the department's main method of capturing data from SSAs.</p> <p>The information will be used to identify trends and capacity building opportunities to support the development of the sport and recreation industry in WA, and OSP</p>	Jodie

	<p>funding is tied to it. The information required is for the period from 1 July 2015 to 30 June 2016, and is required to be submitted by 30<sup>th</sup> September.</p> <p>WestCycle has been asked if they can fill out the census for WAMBA, as it's an operational task and they have a lot/ some of the data required.</p> <p><b>Action:</b> Follow up with PD as to whether they have the time, resources and data to do this task (JS).</p>	
2	<p>MTBA Online Portal – Update Club Details</p> <p>MTBA are currently following up with clubs to make sure that the details on the system are up-to-date including:</p> <ul style="list-style-type: none"> <li>▪ Club details</li> <li>▪ Club Officers</li> <li>▪ Membership fees</li> <li>▪ Club Services</li> </ul> <p>Our membership fees need to be reviewed by the committee.</p> <p><b>Action:</b> send an email out to the committee to review our current fees for each membership category and get approval for any changes (JS).</p> <p><b>Action:</b> update membership fees in the online portal as per committee approval (JS).</p>	Jodie

**Meeting Closed:** 20:28pm

**Next Meeting:** Tuesday 27<sup>th</sup> September, DSR Office



Operational		Strategic		Relationship	
Current period					
12/06/2016:	Met with Richard, Peta and Jodie to discuss operational priorities	30/07/2016	Planning session (Camel Farm)	18/06/2016:	Attended racing development group meeting
11/07/2016:	Met with Matt Fulton (WestCycle CEO)	28/08/2016:	Review/Comment PPMP	25/06/2016:	Formal hand-over with WestCycle
21/06/2016:	Met with MTBA RE national round in WA	29/08/2016:	PPMP high performance	21/06/2016:	SW Cycling Review Forum (Bunbury)
21/06/2016:	Perth Hills Loop Design draft report review			26/06/2016:	Sent introduction emails to Club Presidents
27/07/2016:	Planning session with Jodie			24/07/2016:	Attended start of 50/50
08/08/2016:	Murray Valley Project funding			05/08/2016	Attended WA Schools Mountain Bike Championship
09/08/2016:	MTBA/WestCycle high performance issues			13/08/2016:	Met with Cape Range Riders
Next period					
PRIORITY: DSR grant acquittal		WestCycle management strategy		Meet with Rod Annear/Stuart Harrison	
Find a secretary or share workload		Policy 13 working group		Meet with Steve Bennett (DSR) 1. High Performance 2. Funding and priorities	
WestCycle operational review		Bold Park		Race development group follow-up	
Matt Fulton OSP Funding + priorities		MTB Industry Day objectives/timetable			
Letter of support for Cape Range Riders to Mia Davies (Minister for Water; Sport and Recreation) and Vince Catania (Parliamentary Secretary to the Minister of Water)		Strategic communications plan			
		National Round short and long-term strategy		11/09/2016(?): KMBC AGM	

Operational	Strategic	Relationship
Future		
OSP funding	Policy 13 lobby plan	PMBC AGM
Association Acts Incorporations Act Training	Constitution	Contact local commercial event companies
WestCycle executive review	MTBA lobby plan	Contact local trail builders
AKRS	High Performance	Contact MTBA
Race calendar working group		11/9/2016: Attend WA XCO State Champs 15/10/2016: Meet with MRORCA/Cape Riders

### Cape Range Riders

Key issues:

1. Getting access to suitable ground close to town to build trails
2. Consistent and meaningful local government support
3. Trail building expertise
4. Event management support and guidance
5. Integration of their events with the broader MTB calendar to bring more riders to their events

### South West Cycling Review Forum:

Peta's notes:



South West Cycling Review  
– Forum.docx

### National Round background (Email from Peta):

Hi All

As you may be aware, Richard Coker has now left WestCycle and I will be taking over his responsibilities. If you have any questions, please don't hesitate to contact me.

Alex Wade (President for WAMBA) and I have had a meeting with Shane Coppin (MTBA CEO) as well as a phone call with Bob Morris (MTBA Events Coordinator) around the urgency to set up a double header XCO national round for WA for the next 2016/2017 series.

As Tony outlined below the Peel Shire is interested in hosting the WA 2016/2017 National Round and I have spoken with Louise Wallace from Common Ground (and Peel) as John Carney suggested about the possibility of bringing the existing trails up to standard in time for next year's series. The answer, unfortunately, is no. It is envisaged with the future trail development within the Murray Valley etc, the region will be a very suitable location for

hosting future national events, such as the MTBA National Series. MTBA have indicated that the Peel region is ideally suited to their vision of “event-style” races and we (WAMBA and WestCycle) will be working with MTBA on this front going forward.

Again the Goat Farm came up in conversation and as Tony explained, we too outlined the location is not very good or user friendly in the WA summer climate. We have been made aware that there is an option that we (Western Australia) could propose to host a National round outside of the designated timeframe (Jan or Feb 2017). It would mean that MTBA would be required to apply to UCI to amend the date of the race within the event calendar. This means that we could propose to host the WA round in, for instance, May or June. It would alleviate the climate issue and still allow the option for WA to host a national round in the next competition (2016/2017) which is something that we are all wanting to do.

Due to the urgency highlighted by MTBA, we would like to propose to this group that we present the following options to MTBA:

The Goat Farm can be used to host a National round on the proviso that the proposed date is changed to later in the year

The Peel region will not host the 2017 Round due to the lack of trails but will be reconsidered for future MTBA National Series (commencing with the 2018 series

If the above are not options available to us, then we would recommend, unfortunately, we forgo WA hosting a national event in the 2016/2017 series and devote time and planning to coordinate a quality event for 2018/2019.

With regards to the MTBA hosting fee requirements, Alex and I are liaising with DSR to see if there is any assistance that the department can offer. We will also discuss with MTBA the option of either them absorbing the costs or providing a reduced fee.

As this is a matter of urgency, can you please let me know if you approve or reject the above proposal.

We would like to respond to Bob asap so that planning can take place.

Cheers

Peta and Alex

# WestCycle MTB Update Report 30/08/16

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## Strategy

Year 2 deliverables approved

Proposals up for consideration. Once approved, the proposals will be implemented

- WAMBA reaffiliation process
- Take a kid mtb day state-wide initiative in conjunction with outdoors October
- Saturday dirt count
- Trail status update

## Promotional videos – Strategy deliverable

- Footage taken at the Dirty weekend in Margs
- Footage currently being edited
- Separate videos for
  - Kids
  - Ladies
  - Enthusiasts
  - Business owners

## SW MTB Hub projects – Business Case

- High priority due to submission request 15 September
- Road show across Pemberton, Colie and Margaret River to lobby local members, shires and businesses for support
- Development of business case document with DPaW and SWDC

## PPMP – ongoing

- Document to be developed for public consultation (graphic work etc)

## DSR Trails strategic forum – Development of the WA Trails strategic blueprint

- Attended forum on 19<sup>th</sup> August 2016

Jurien Bay – Discussion with consultant regarding the development of trails on private land.

## Halls Creek MTB Development project - Forum

- A part of high level concept discussion with Shire
- Provide assistance in the development of the concept.

## Goat Farm redevelopment

- Comments received from Hills Districts
- Steering group to review comments re carparking and trail user types and styles

## National Trail Builders Working Group

- Development of standards option paper and trail building certifications options paper

- Development of an information sheet to provide more information
- Presentation at the Aust MTB Summit

#### Peel Development Commission – Dwellingup Trails Business case

- Support for Business case development with Peel development commission

#### Cape Mountain Bikers AGM

- Attendance of AGM

#### MTB coordinator position – Shelby Corbett

- Implementation and coordination of WA MTB Strategy deliverables
- MTB support
- Commenced Monday 22<sup>nd</sup> August

#### State Schools Champs

- Success!
- Approx. 80 students from 16 schools competed
- 3 additional schools already factored into budget for 2017 event
- Funding will be sourced by WestCycle for 2017 champs

#### High Performance – State Coach Interview

- Assist with Joe McCarthy

#### Level 2 Commisaries Course – 10-11 Sept

- Liaise with MTBA
- Investigating the support that can be provided to the attendees

#### Munda Biddi – Volunteer and Events Coordinator (new position)

- Conducted interviews
- New person commenced on Monday 29<sup>th</sup> September
- Providing induction and general overview of position