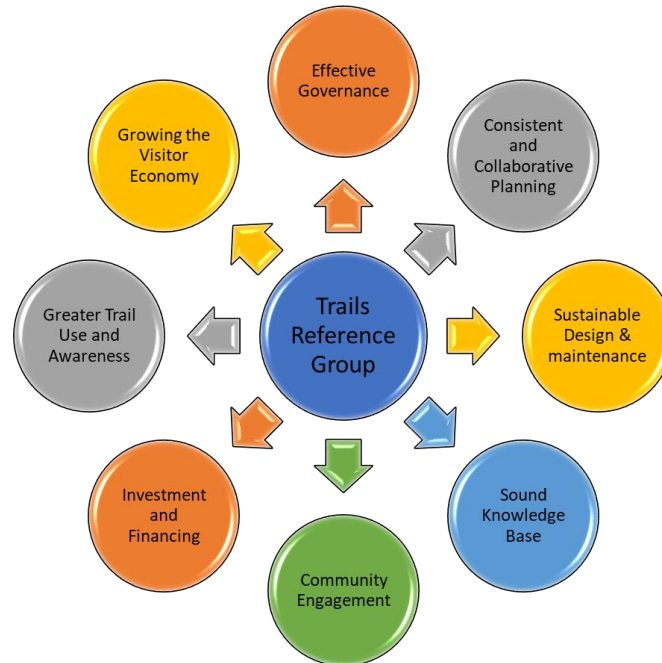


# Trails Reference Group (TRG)

*February 2023*



## Terms of Reference

### **Purpose:**

The Trails Reference Group (TRG) is a cross-agency, organisation and community reference group that influences and guides the strategic planning, development, implementation and communication of the Western Australian Strategic Trails Blueprint 2022 - 27.

### **Vision:**

By 2027, Western Australia's trails will connect more people to Country through shared experiences in diverse landscapes, resulting in greater community, social, cultural, economic, environmental, health and wellbeing outcomes for Western Australia.

### **Role of the TRG:**

The TRG provides input into trails development and policy proposals identified within the Western Australian Strategic Trails Blueprint 2022 - 27 to ensure:

- A cross-government, industry and community coordinated approach to trails policy, planning, funding, programs and services
- Timely and appropriate advice is provided to government
- The desired outcomes, strategies, and tasks within the blueprint are progressed in a structured and cohesive manner ensuring maximum benefit to all stakeholders, and that they are consistent with government policy, and
- Government requirements for the planning and sustainable management of trails development proposals are consistent with government expectations and standards.

**Desired Outcome:**

Projects and tasks identified within the blueprint are supported (or disputed by comprehensive analysis) to allow effective government and community decision making regarding the future direction of trails.

**Chairperson:**

The Chairperson of the TRG will be the Executive Director of Sport and Recreation (WA), a service area of the Department of Local Government, Sport and Cultural Industries (DLGSC) or their delegate.

**Committee Membership:**

The TRG will comprise of nominated representatives from:

- DLGSC
  - Department of Biodiversity, Conservation and Attractions (DBCA)
  - Department of Transport (DoT)
  - Department of Water and Environmental Regulations (DWER)
  - Tourism Western Australia
  - Development commission representative
  - Western Australian Local Government Association representative (WALGA)
  - Local Government representative
  - Trails WA
  - Western Australian Indigenous Tourism Operators Council (WAITOC)
  - Community members (two-year terms, expiring in February 2025; up to three members)
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- *TRG can appoint additional members as required.*
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*To receive minutes, but only attend as required are:*

- Outdoors WA
- National Trust of Australia (WA)
- Tourism Council
- Forum Advocating Cultural and Environmental Tourism (FACET)
- Department of Health (DoH)
- Westcycle
- HikeWest
- DLGSC Local Government
- Australian Trail Horse Riders Association (ATHRA)
- Lotterywest

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*To receive minutes ONLY:*

- Subscribers to the TRG Minutes Communications list

Nominated representatives are funded by their respective organisations.

Refer to addendum for the complete list of representatives.

**Subcommittees:**

Subcommittees can be created by the TRG as needed.

**Quorum:**

- A minimum of four members must be present to reach a quorum.
- The Chairperson or a DLGSC delegate must be present.
- Other members may be invited as directed by the TRG Chair.
- Non-members may be invited to meetings as directed by the TRG Chair.

**Protocols:**

- The TRG is to meet at least four times in a calendar year.
- The TRG meeting is to be chaired by the nominated Chair or delegate.

**Secretariat:**

- DLGSC will provide all secretariat functions for the group.

**Conflict of Interest:**

A conflict of interest is any situation in which an individual uses information, influence, and/or the resources of an organisation primarily for personal benefit, or insurance against personal loss, or for that of related individuals, or to benefit organisations to which they belong without prior disclosure of affiliation.

**Procedure**

At the start of their term, or as requested by DLGSC, members will complete a schedule that identifies potential interests that may conflict with their involvement in the TRG.

Members shall declare any conflicts of interest either at the start of each TRG meeting or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes.

Where a conflict of interest or potential conflict of interest is identified and/or registered, the TRG member concerned shall follow the advice of the chairperson who shall advise the member:

- To leave the room while the item is discussed.
- To abstain from speaking on the matter other than if expressly invited to do so by the Chairperson with the general consent of members, and/or
- To abstain from voting on the matter.

If a person declares themselves to have an existing or potential conflict of interest, confidentiality will be respected.

The Chairperson shall arbitrate on any matters concerning perceived, potential or existing conflict of interests.

**Review of TRG:**

This Terms of Reference for the TRG will be reviewed by DLGSC every two years or as directed by the Chairperson.

**NOTE: The Western Australian Strategic Trails Blueprint 2022-27 replaces the Western Australian Strategic Trails Blueprint 2017-21 which in turn replaced the Western Australian Trails Strategy 2009-15. This 2009-2015 strategy then superseded the Future Direction of Trails Development in WA 2004-09**

*History: adopted 29 June 2010 Amended: February 2012, October 2013, November 2016, December 2017, January 2018, March 2019, December 2019, 5 March 2021, 1 April 2021, February 2023*

**Addendum:****TRG current membership representation as of 8 February 2023**

Note: delegated representatives may attend in place of those listed below.

<b>Name</b>	<b>Role</b>	<b>Tenure</b>
Tim Swart	<b>Chair</b> Department of Local Government Sport and Cultural Industries (DLGSC)	Delegated by Executive Director, Sport and Recreation
Steve Bennett	Senior Policy Officer, Trails DLGSC	
Rod Annear / Stephen King	Department of Biodiversity, Conservation and Attractions (DBCA)	
Francois Sauzier	Department of Transport (DoT)	
Ross MacCulloch	Tourism WA	
Bec Waddington	WALGA representative	
Kelvin Barr	Shire of Murray / local government representative	
Agata Sleeman	Trails WA	
Robert Taylor	Western Australian Indigenous Tourism Operators Council (WAITOC)	
Vivien Claughton	Department of Water Environmental Regulations (DWER)	
Wendy Muir	Development Commission representative	
Vacant	Community member	March 2023 – March 2025
Vacant	Community member	March 2023 – March 2025
Vacant	Community member	March 2023 – March 2025
Suzanne Andrews / Orazio Santalucia	<b>Executive Secretariat – non member</b> DLGSC	