North West Motor Sport Complex

Advisory Committee

<u>DRAFT</u> Terms of Reference

IMAGE: Preliminary concept: Race Track

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AUTHORS

This document was prepared by:

Mount Isa City Council

VERSION HISTORY

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APPROVALS

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Image - Preliminary Concept: Motorcar Event

1.   BACKGROUND

The Mount Isa City Council (MICC) has received interest by sectors of Mount Isa community in the development of a purpose-built precinct for holding a variety of local motor sports including but not limited to raceway events and drag car events.

The MICC vision is to be the regional hub of the north west region. This involves enhancing our current assets and services, with a particular focus on sport and recreational activities.

The 2018-2027 MICC Sports and Recreation Strategy outlined the status of a range of motor sports activities in the city, including information on the current facilities, participation rates and governance arrangements. There are also a number of motor sports groups and clubs that conduct activities including annual motor shows and restored cars events.

MICC is now exploring community interest in order to ascertain whether the development of a North West Motor Sport Complex will provide a sustainable facility for various of motor sports enthusiast activities. To progress this review, MICC proposed to establish the North West Motor Sport Complex Advisory Committee.

2.   ROLE OF THE NORTH WEST MOTOR SPORTS COMPLEX ADVISORY COMMITTEE

The role of the North West Motor Sports Complex Advisory Committee is as follows:

- Assess the demand for a motor sports facility to be developed in Mount Isa;
- Assess the demand potential of user groups both existing and new;
- Provide advice and supporting information on these demands to the MICC Chief Executive Officer;
- Assess and compare design and sustainability aspects of existing facilities in similar regional areas in Australia and provide recommendations to the MICC Chief Executive Officer;
- Develop early conceptual options for the design and operation of a motor sports facility within the parameters of
    - Sustainability
    - Multiuse and Community Reach
    - Staged Development
    - Community Access
    - Regional Access and Marketability
    - Governance

  Provide insights to the Mayor and Councillors of Mount Isa City Council regarding:
    - Stakeholder interests
    - Sustainability for a permanent facility
    - Technical advice
    - Other relevant data, initiatives, and associated concepts
- Assist with resolving issues and risks for MICC and the general community and visiting public.
- Use influence and authority to assist the project in achieving its outcomes including attracting development funds from Governments and Commercial entities.
- Assist with and at times lead the communication with the community and general public.

3.   RESPONSIBILITIES OF THE ADVISORY COMMITTEE CHAIR

The Advisory Committee Chair is **<Insert Name and Title>.** Should the committee chair be unable to attend a meeting, **<Insert Name and Title>** will serve as Committee Chair.

The responsibilities of the Advisory Committee Chair are as follows:

- Sets the agenda for each meeting.
- Ensures that agendas and supporting materials are delivered to members in advance of meetings.
- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting.
- Clarifies and summarizes what is happening throughout each meeting.
- Keeps the meeting moving by putting time limits on each agenda items and keeping all meetings focused on business.
- Encourages broad participation from members in discussion by calling on different people.
- Ends each meeting with a summary of advice provided and assignments.
- Follows up with consistently absent members to determine if they wish to discontinue membership.
- Finds replacements for members who discontinue participation.

4. RESPONSIBILITIES OF ADVISORY COMMITTEE MEMBERS

Individual Advisory Committee members have the following responsibilities:

- Understand the goals, objectives, and desired outcomes of the project.
- Take a genuine interest in the project's outcomes and overall success.
- Act on opportunities to communicate positively about the project.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other Advisory Committee documents.
- Support open discussion and debate and encourage fellow Advisory Committee members to voice their insights.

5. GENERAL

5.1 Membership

The table below lists the membership of the Advisory Committee.

<Members should be selected based on their specialist knowledge, ability to represent the interests of stakeholders, and ability to help resolves issues the project may face.>

Name	Title	Organization

5.2 Frequency of Meetings

<This section outlines the schedule for Advisory Committee meetings. Ideally, this schedule is set out at the beginning of the project so that members can plan ahead and arrange their attendance.>

5.3 Agenda, Minutes, and Supporting Materials

An email package will be sent to members three to five business days in advance of an Advisory Committee meeting. This package will include the following:

- Agenda for upcoming meeting.
- Minutes of previous meeting.
- A progress report for the project.
- Documents / information to be considered at the meeting.