

1.0 Background

The growth planning process for Greater Bunbury provided a unique opportunity to re-think the way government, industry and the community work together to create economic development outcomes for the region. By having industry, government and the community at the table throughout the planning process the Growth Planning Partnership achieved a unified vision and buy-in for implementation.

The growth plan has further highlighted the need for industry to lead and government to enable, in the identification and of growth drivers, economic clusters and the initiatives which support them.

This has reinforced the requirement for industry and community groups to continue to meet to further develop their initiatives and work towards the evolution of clusters and initiatives.

A further outcome of the Growth Plan is the requirement to establish a steering committee which has the responsibility of:

- Being custodian of the Growth Plan:
- Facilitating the establishment of industry based groups;
- Facilitating the outcomes of the industry based groups;
- Acting as a conduit between industry and community cluster based groups and government; and,
- Custodian of regional branding.

The region covered by the Growth Plan is primarily the City of Bunbury and the shires of Capel, Dardanup and Harvey but embraces such elements of the wider region as may be integral to the operation and growth of local industry and businesses.

2.0 Growth Plan Partnership

The Growth Plan Partnership is the generic term used to describe the cross-sectoral partnership body responsible for owning, developing and implementing the Growth Plan and its brand on behalf of the region.

The Growth Plan Partnership should embrace stakeholders in the growth plan, and encompass business, community, government, and academia representatives that will drive implementation of the growth plan over the long term.

The Partnership extends beyond the Steering Committee to embrace the various industry and community cluster based groups that may be established from time to time to further develop, refine or implement the growth plan.

3.0 Growth Plan Partnership Steering Committee

3.1 Committee attributes

The Growth Plan Partnership Steering Committee has been established to be a point of reference for the growth plan and facilitate its implementation. The committee acknowledges that the growth plan should ultimately be”

“Business lead and Government facilitated”.

The committee should have the attributes of:

- Flexibility
- Nimble
- Outward focus
- Positive and encouraging
- An enabler
- Empowering industry based committees

3.2 Frequency of meetings

The Growth Plan Partnership Steering Committee will meet as required but at a minimum quarterly.

3.3 Delegation of responsibilities

The Growth Plan Partnership Steering Committee may delegate its responsibilities to individuals, government agencies, businesses’ and community groups as it see fit.

3.4 Objectives of the Committee:

The objectives of the Growth Plan Partnership Steering Committee shall be to:

- Be custodian of the Growth Plan
- Review the Plan and its initiatives on a regular basis
- Facilitate implementation of the Plan and its initiatives
- Promote the establishment of industry and community cluster based groups and committees that will:
 - further develop the Growth Plan;
 - take ownership and implement elements and initiatives of the Growth Plan; and,
 - represent the interests of business based groups focussed on growth drivers and economic clusters.
- Act as a conduit between industry and community cluster based groups and government.

- Be custodian of any regional Branding which may be developed to support the region and the Growth Plan Partnership.

4.0 Membership

4.1 Representation

Membership of the Growth Plan Partnership Steering Committee will consist of stakeholders that represent the current planning and initiatives of the growth plan. The committee should seek equal representation between government business and community.

4.2 Permanent membership

The permanent members of the steering committee will be:

- Mayor of the city of Bunbury
- President of the Shire of Capel
- President of the Shire of Dardanup
- President of the Shire of Harvey
- Representative of the South West Development Commission
- President of the Bunbury Chamber of Commerce or similar organisation which represents business interests of the region
- Representative of Southern Ports
- Chair of the Bunbury Wellington Economic Alliance.

Or such person as may be acting in the capacity of a permanent member.

4.3 Interim membership

Additional interim members of the Growth Plan Partnership Steering Committee will be appointed at the discretion of the permanent membership of the Steering Committee to achieve a balance between industry and government and address specific matters of interest which the steering committee may from time to time address. Interim membership may be sourced to represent:

- Education
- Agriculture and food processing
- Timber production and products
- Regional Development South-West
- Small Business Development Corporation
- Any other industry, business group or community organisation which has the capacity to contribute to the Growth Plan and its implementation.

4.4 Call for expressions of interest to be a member

Interim membership of the Growth Plan Partnership Steering Committee will be by direct appointment of the Steering Committee or calling for expressions of interest from business and the community.

4.5 Term of membership

Interim membership of the Growth Plan Partnership Steering Committee shall be for a period determined by the Growth Plan Partnership Steering Committee.

4.6 Co-opted membership

The Growth Plan Partnership Steering Committee may at any time co-opt additional members to the steering committee for any period it sees fit to address specific matters of interest which the steering committee may from time to time address.

4.7 Individual and representative appointments

Interim and co-opted memberships of the Growth Plan Partnership Steering Committee may at the discretion of the Committee be individuals or representative of a group or business. The nature of the appointment should be made clear upon appointment.

4.8 Chair

The chair of the Growth Plan Partnership Steering Committee shall be selected from the members of the steering committee by the steering committee and shall hold that position for a period of 12 months unless extended by the Steering Committee.

5.0 Resourcing

5.1 Secretariat

Secretarial services for the Growth Plan Partnership Steering Committee will be provided by the four local governments on an annual rotation basis unless otherwise agreed by the Steering Committee.

5.2 Funding

The Growth Plan Partnership Steering Committee will ultimately be required to raise its own operational expenses from Steering Committee members and such other sources as it can establish.

5.3 Initial Funds

Portion of funds allocated to the preparation of the Growth Plan will be utilised by the Growth Plan Partnership Steering Committee to bed down the Growth Plan over the first 12 months of its implementation.

5.4 Executive officer

The Growth Plan Partnership Steering Committee may choose to engage an executive officer to assist in fulfilling its objectives. Funding of the executive officer will be the responsibility of the Steering Committee.

5.5 Auspice

The steering committee will use the participating Local Governments to auspice funding applications and contractual matters.

6.0 Dispute Resolution

6.1 Best endeavours

All Growth Plan Partnership Steering Committee members agree to use best endeavours to resolve disputes.

6.2 Basis for resolution

Disputes are to be resolved based on the Growth Plan Partnership Steering Committee Terms of Reference and Growth Plan Objectives.

6.3 Voting

Where a vote is required, all permanent, interim and co-opted members of the steering Committee shall have one vote.

7.0 Media and Communications

7.1 Media Enquiries

Unless otherwise determined by the Growth Plan Partnership Steering Committee, all verbal and written communications with, or enquires from, the media in relation to the operations of the Steering Committee and Growth Plan, will be referred initially to the Chair as the spokesperson for the committee. The Chair will, where appropriate, consult with the media officers of other relevant members of the Steering Committee to respond to such enquiries. All responses to media enquiries, once issued, will be forwarded to all Growth Plan Partnership Steering Committee members for information.

7.2 Primary spokesman

Unless otherwise determined by the Growth Plan Partnership Steering Committee, the chairperson will be the primary spokesperson for the Growth Plan Partnership.

7.3 Media rights of members

Nothing in this Terms of Reference prevents Growth Plan Partnership Steering Committee members normal activities of media comment in respect of their individual organisations and relationship to the Growth Plan.

7.4 Media rights of aligned members

Industry based committees aligned with the Growth Plan Partnership and Steering Committee will be encouraged to liaise with the Chair of the Steering Committee on media matters.

8.0 Operational Review

8.1 Review Timeframe

The Growth Plan Partnership Steering Committee shall review its objectives, membership, funding and relationship with other economic planning and implementation agencies after the completion of 12 months operation and modify its terms of reference as it deems necessary.

9.0 Legal Facilitation:

The Terms of Reference is not intended to be a legal document. It is an administrative document that seeks to ensure mutually beneficial working arrangements, and to clarify the relationship between the Growth Plan Partnership Steering Committee members.

The Term of Reference is not intended to define, create, recognise, affirm, deny or amend any rights or obligations of the parties or any other individual or group nor restrict any of the parties from participation in similar activities or arrangements with other public or private agencies or parties.