DWELLINGUP FUTURES

TECHNICAL ADVISORY COMMITTEE
TERMS OF REFERENCE

Objective

The objective of "Dwellingup Futures" is to support and identify, through a collective agreement from all key stakeholders, future sustainable development opportunities in and around the Dwellingup area.

Key Issues

This Technical Advisory Committee (TAC) will specifically identify how different industries, particularly mining, recreation, forestry and tourism can sustainably co-exist.

Background

Dwellingup, located just over an hour drive south-east from Perth and within the Peel region, is an idyllic town surrounded by jarrah forest adjacent to the Murray River.

European settlement of the Dwellingup area commenced in the late 1800s when timber cutters moved into the area and began harvesting the abundant jarrah, marri and blackbutt trees in the area.

In 1909 the area was surveyed for a town following the decision to make this the site for the end of the Pinjarra-Marrinup railway. The then Surveyor General, H F Johnson selected the name Dwellingupp for the town and it was gazetted in February 1910. The current form of the word Dwellingup was adopted in 1915.

A number of small timber settlements - Holyoake, Nanga Brook, Marrinup, Chadoora - grew up in the area at this time but Dwellingup became the most important centre with a hotel, a doctor, two butchers, a baker and a saddler.

In 1918 the forests around Dwellingup became part of the State Forest and consequently the town became a centre for forest management and research.

The town was virtually destroyed in 1961 when lightning started a bushfire which lasted for five days. It damaged 140,000Ha of forest and wiped out many of the smaller timber towns, including Nanga Brook, Holyoake, Marrinup, Banksiadale and Dwellingup. Of all the towns damaged by the bushfire only Dwellingup was rebuilt.

While forestry has remained, mining has sustained. The Pinjarra alumina refinery was commissioned in 1972 as one of the world's largest refineries with over 4.2 million tonnes produced annually. It is supplied with bauxite ore from the Huntly bauxite mine near Dwellingup.

Dwellingup has increasingly become a tourist town and is emerging as a trails town of national, and in the future international significance. The Shire of Murray and various State and Commonwealth bodies have invested $4.5 million to transform Dwellingup into a recognised 'Trails Town'. A funding application to the Australian government to build additional trails is also pending.

Governance and Delivery

The preparation of Dwellingup Futures comprises the following key deliverables:

1. Create a vision and strategic intent for the future of Dwellingup.
2. Develop a plan that identifies new and existing opportunities for industry and jobs and includes consideration of how different sectors, industries and land-uses in the Dwellingup area can co-exist to the betterment of the town, region and State.
3. Provide a supporting evidence base for each part of the plan, through indicative investment costings and cost benefit analyses, as required.

The development of Dwellingup Futures will be overseen by the Shire of Murray. A Technical Committee (this group) will convene for an initial term of 24 months, at which point it is expected that Dwellingup Futures will be submitted to the Minister for Regional Development for endorsement, prior to submitting to State Cabinet for implementation.

The Technical Advisory Committee is supported by a Secretariat.

Role of the Technical Advisory Committee

The function of the Dwellingup Futures Technical Advisory Committee is to:

i. recommend (upwards) to the Stakeholder Working Group (SWG) the overarching vision and strategic intent for Dwellingup and with key deliverables and associated timeframes;
ii. recommend to the SWG the boundary to which will be the focus area of the Dwellingup Futures project;
iii. recommend to the SWG the development of an evidence-based approach in support of Dwellingup Futures, including associated cost benefit analyses; and
iv. develop a strategic plan for the Strategic Working Group's consideration.

The TAC will coordinate and share information around prospective projects and agency implementation plans.

Membership

The Technical Advisory Committee will consist of one nominated senior representative from each of the following member agencies:

- Shire of Murray
- Alcoa
- Peel Development Commission
- Department of Planning, Lands and Heritage
- Department of Water and Environmental Regulation
- Department of Biosecurity, Conservation and Attractions
- Department of Jobs, Tourism, Science and Innovation
- Department of Primary Industry and Regional Development
- Department of Local Government, Sport and Cultural Industries
- Department of Mines, Industry and Regional Development
- Forest Products Commission
- Scientist
- Peel-Harvey Catchment Council

The Department of Premier and Cabinet wishes only to be provided Agendas and Minutes of all meetings.

Other government agencies and key regional stakeholders may be invited to attend TAC meetings at the request of the Chair to provide advice and assistance where necessary. Such persons may be requested to leave the meeting at any time by the Chair.

Where a Member is not able to attend a meeting, a proxy may attend in place of the absent Member. The Proxy Representative will have the same rights and responsibilities as the Member being represented.

The quorum necessary for decision making or resolution of issues shall be 50% plus 1.

If an organisation's representative leaves that organisation, the Chair will write to the organisation asking for nomination of a suitable replacement representative.

Communications

The Shire of Murray will take the lead role in all communications in relation to Dwellingup Futures. When responding to media enquiries received directly, agencies are to work cooperatively with the Commission to formulate agreed upon responses.

The Peel Development Commission will coordinate and liaise with State departments and Ministerial offices as appropriate in regards to State communications / media to ensure all representatives are consulted.

Confidentiality

TAC members shall manage confidential material in accordance with public sector protocols and/or with respect to commercial confidentially requirements for organisations that are not governed in accordance with the *Public Sector Management Act.*

Conflict of Interest

If a member has a direct or indirect pecuniary or non-pecuniary interest in any matter, this interest must be declared during the Statement of Disclosure at the opening of each meeting, or, as soon as possible after the relevant facts have become known.

The Chair will determine the appropriate method for management of the conflict of interest.

Amendments to Terms of Reference

The terms of reference for the TAC may be reviewed and amended in the same manner as ordinary resolutions are determined.

Meeting Frequency

TAC meetings will be held as needed and at least quarterly; this may be altered depending on work requirements / issues being dealt with by the TAC.

Out of Session Consideration

TAC members can propose specific matters to be considered between meetings.

The Chair may decide that a meeting is not warranted for a particular matter and may instead choose to deal with the matter out-of-session. In such cases, the Chair will work with representatives (or proxies) of each organisation.

Cessation/ Dissolution of the Technical Advisory Committee

The TAC will cease at such time as organisational representatives resolve that all of the objectives have been appropriately implemented.

Resourcing the Technical Advisory Committee

Chair

Shire of Murray Chief Executive Officer is to Chair TAC meetings. Functions to include:

  i. scheduling meetings and notifying TAC members of such meetings;
  ii. ensuring a suitable agenda is provided to TAC Members prior to meetings;
  iii. inviting representatives of other agencies / organisations to attend meetings to provide technical or other advice and assistance, if and when required;
  iv. guiding the meeting according to the agenda and time available;
  v. when required, ensuring all discussion items end with a decision, action or outcome; and
  vi. reviewing and approving the draft minutes before distribution.

Executive Support

The Shire of Murray will provide executive support to the Steering Committee. Functions to include:
  i. preparation and distribution of agendas and other materials as required for TAC meetings under the direction of the Chair of the TAC;
  ii. taking notes of proceedings and preparing minutes of TAC meetings;
  iii. ensuring the Chair has checked and accepted draft minutes as a true and accurate record of meetings; and
  iv. distribution of the minutes to all members.

The Peel Development Commission will provide coordination of State government agencies and their representation to the Dwellingup Futures.