

WARREN BLACKWOOD STRATEGIC ALLIANCE 2007-2010

WARREN BLACKWOOD STRATEGIC ALLIANCE WORK PLAN

MISSION

Strength, Influence and Recognition for the benefit of our communities

The Warren Blackwood Strategic Alliance is made up of representatives from the Shires of Boyup Brook, Bridgetown- Greenbushes, Nannup and Manjimup to highlight and progress issues that have regional impact.

Through communication and cooperation the Alliance will present a unified position of strength and influence to all parties.

VISION

The Warren Blackwood Strategic Alliance will lead the way in partnership development, relationship building and progressing projects by establishing a respected reputation with community, government and industry to enhance the wellbeing of their communities.

The Alliance will be approached by government and industry for information and input into significant issues.

VALUES

The Warren Blackwood Strategic Alliance values:

- leadership in all its activities
- meaningful communication between all stakeholders
- partnership development to progress regional issues
- reputation as an organisation with strong connections to their communities

KEY RESULT AREAS

- Advocacy
- Stakeholders
- Promotion
- Networking

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Advocacy – this area deals with providing a strong voice on behalf of the region to progress issues

Strategy	Actions	Responsibility	Time frame	Performance Indicator
Clarify the WBSA's strategic priorities	Prioritise regional needs (eg Aged Care, Communication technology, mental health care, power supply)	WBSA	<ul style="list-style-type: none"> ▪ September 08- December 08 ▪ Ongoing 	Documentation of strategic priorities (copy of minutes)
Identify issues of regional significance	Raise issues of regional significance through WBSA meetings	<ul style="list-style-type: none"> ▪ EO ▪ WBSA members 	Ongoing, at least bi-monthly at meetings	At least 3 issues of regional significance identified at each meeting
Progress identified issues	Develop a plan to address the specific issue – identify stakeholders, information needed, best approach, evaluation	EO	Ongoing, at least bi-monthly	<ul style="list-style-type: none"> ▪ Plan developed for at least 3 issues each meeting
	Seek endorsement from the WBSA to implement plan	EO	Ongoing, at least bi-monthly	Minuted approval to progress actions
	Provide feedback to WBSA on progress of implementation of plan	EO		<ul style="list-style-type: none"> ▪ Plan developed and implemented for at least 3 issues each meeting ▪ Actions reported to members ▪ Feedback on effectiveness to EO by members
Provide a WBSA position on regionally significant issues	Discuss and develop a WBSA position for regionally significant issues	WBSA	Ongoing	Response developed via feedback from members
	Circulate this information to relevant stakeholders, i.e. respective peak bodies, media etc	EO		Documentation of formal response to relevant body (copy of document)

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Stakeholders – this area determines who the stakeholders are and how to best communicate with them

Strategy	Strategies/Actions	Responsibility	Timeframe	Performance Indicator
Identify stakeholders	Compile a list of all the key stakeholders in the region – include key community groups, government agencies and industry	EO	<ul style="list-style-type: none"> ▪ December 08 ▪ Ongoing, at least 6 monthly 	List of stakeholders developed (copy of list)
	Gain input from members regarding possible stakeholders	EO	<ul style="list-style-type: none"> ▪ December 08 ▪ Ongoing, at least 6 monthly 	Documented input from WBSA members (copies of minutes or emails)
Establish networks with community and other stakeholders	Develop a list of possible stakeholders that could be invited to attend meetings and seek input from WBSA members	EO	<ul style="list-style-type: none"> ▪ December 08 ▪ Ongoing, at least 6 monthly 	<ul style="list-style-type: none"> ▪ List of stakeholders developed (copy of list) ▪ Documented input from WBSA members (copies of minutes or emails)
	Invite appropriate stakeholders to attend Board meetings in relation to issues / activities that they are involvement with	EO	Bi-monthly for each meeting unless other business arises	<ul style="list-style-type: none"> ▪ Correspondence with invited stakeholder ▪ Stakeholders attendance at meeting
	Identify potential network members and seek input/feedback from WBSA members	EO	<ul style="list-style-type: none"> ▪ December 08 ▪ Ongoing, at least 6 monthly 	List of possible members
	Upon WBSA approval invite relevant individuals to become members of the Alliance	EO	Ongoing, at least 6 monthly	<ul style="list-style-type: none"> ▪ Correspondence with possible members ▪ Increased membership of the WBSA

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Promotion – this area concentrates on promoting the Alliance to external stakeholders and to the community in general

Strategy	Strategies/Actions	Responsibility	Timeframe	Performance Indicator
Raise the profile of the WBSA	Identify topics for media releases- i.e. issues affecting the region, actions resulting from the WBSA	EO	Ongoing, at least bi-monthly	Topics identified and tabled at meetings (copies of minutes)
	Upon approval from WBSA write and distribute media releases to regional, local and community media outlets (papers, television, radio etc)	EO	Ongoing, at least bi-monthly	<ul style="list-style-type: none"> ▪ Press releases written and distributed to media outlets (copies) ▪ Media taken up press releases (copies of articles or transcripts of interviews)
	Invite local members of Parliament to meetings (MLA's, MLC's)	EO	Ongoing, at least 6 monthly	<ul style="list-style-type: none"> ▪ Members of Parliament invited to attend meetings (copies of correspondence) ▪ Members of Parliament attendance of meetings
	Invite Ministers and Shadow Ministers to meetings when relevant	EO	Ongoing, at least 12 monthly	<ul style="list-style-type: none"> ▪ Ministers and Shadow Ministers invited to attend meetings (copies of correspondence) ▪ Ministers and Shadow Ministers attendance of meetings
	Attend Chamber of Commerce and other relevant network meetings when appropriate to report / seek input on various issues	<ul style="list-style-type: none"> ▪ EO ▪ Nominated WBSA representatives 	Ongoing, at least 6 monthly	<ul style="list-style-type: none"> ▪ Meetings attended (copies of minutes) ▪ Input sought from respective group (copies of feedback)
	Invite Council members to meetings – particularly when the meeting is in their town	<ul style="list-style-type: none"> ▪ EO ▪ Respective Shire President 	<ul style="list-style-type: none"> ▪ Bi-monthly ▪ Ongoing 	<ul style="list-style-type: none"> ▪ Council members invited to attend meetings (copies of correspondence) ▪ Council members attendance of meetings

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Networking – this area acknowledges the importance of building relationships within and outside the region

Strategy	Strategies/Actions	Responsibility	Timeframe	Performance Indicator
Improve working knowledge of resources available from Government Departments	Identify the government department relevant to the resource/issue	<ul style="list-style-type: none"> ▪ EO ▪ WBSA 	Ongoing	Database of government departments, contacts and various resources (copies)
	Identify contacts within relevant government department and establish contact to develop partnerships	<ul style="list-style-type: none"> ▪ EO ▪ Chairperson 	Ongoing	Database of government departments, contacts and resources (copies)
	Develop database of WBSA contacts and partners- with input from members	EO	Ongoing	Database of government departments, contacts and resources (copies)
	Represent the WBSA at regional networking forums where appropriate	<ul style="list-style-type: none"> ▪ EO ▪ Chairperson 	Ongoing, at least 6 monthly	Meetings attended (copies of minutes)
Establish networks within and between the members of the Board	Coordinate regular meetings including <ul style="list-style-type: none"> ▪ Setting dates and venues for meetings ▪ Calling for agenda items ▪ Compiling and circulating agendas ▪ Compiling and circulating minutes 	EO	Ongoing, at least bi-monthly	<ul style="list-style-type: none"> ▪ Dates and venues for meetings established one year in advance and circulated to members ▪ Agenda items requested before meetings (2 weeks before meeting) ▪ Agendas circulated (1 week before meeting) ▪ Minutes circulated (1 week after meeting)
	Encourage attendance by CEO's on a regular basis	<ul style="list-style-type: none"> ▪ Respective Shire Presidents ▪ Chairperson 	Ongoing, at least bi-monthly	Regular CEO attendance of meetings
	Attend meetings	<ul style="list-style-type: none"> ▪ EO ▪ WBSA members 	Ongoing, at least bi-monthly	Attendance of WBSA members and EO at all meetings
	Identify areas of expertise among members i.e. a skills audit	EO	<ul style="list-style-type: none"> ▪ October-December 08 ▪ Ongoing 	<ul style="list-style-type: none"> ▪ Skills audit undertaken by December 08 ▪ Results circulated to members by December 08
	Develop and foster an open communication process	EO	<ul style="list-style-type: none"> ▪ October-December 08 ▪ Ongoing 	Communication established by December 08 (copies)
	Implement the open communication process	<ul style="list-style-type: none"> ▪ EO ▪ WBSA members 	<ul style="list-style-type: none"> ▪ January 09 ▪ Ongoing 	Process implemented commencing January 09

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Operational – this area concentrates on the operational functions of the Warren Blackwood Strategic Alliance

Strategy	Strategies/Actions	Responsibility	Timeframe	Performance Indicator
Coordinate meetings	Coordinate regular meetings including <ul style="list-style-type: none"> ▪ Setting dates for meetings ▪ Calling for agenda items ▪ Compiling and circulating agendas ▪ Compiling and circulating minutes 	EO	Ongoing, at least bi-monthly	<ul style="list-style-type: none"> ▪ Dates and venues for meetings established one year in advance and circulated to members ▪ Agenda items requested before meetings (2 weeks before meeting) ▪ Agendas circulated (1 week before meeting) ▪ Minutes circulated (1 week after meeting)
	Chair meetings	Chairperson	Ongoing, at least bi-monthly	Meetings chaired
Maintain the professional standards of the Alliance and fulfil accountability requirements	Provide monthly written reports (financial and in relation to work plan) to WBSA either via email or at meetings	EO	Monthly	Reports submitted monthly (copies)
	Keep records of and reconcile financial transactions	EO	Monthly	<ul style="list-style-type: none"> ▪ Financial records kept and maintained ▪ Audits undertaken annually
	Record incoming and outgoing correspondence and circulate relevant information to members	EO	Ongoing	<ul style="list-style-type: none"> ▪ Incoming and outgoing correspondence documented and tabled at meetings (minutes) ▪ Relevant information circulated to members (copies of correspondence)
	Take minutes at meetings and circulate these to members and stakeholders/partners	EO	Ongoing, at least bi-monthly	Minutes taken and circulated to members and stakeholders one week after meeting