#

**WYE SEP KENNETT Renewal Association Inc**

# Terms of Reference

**Background**

The Wye River/Jamieson Track fires of December 2015 impacted significantly on the community of Wye River and Separation Creek and surrounding areas, including Kennett River. In 2016 there was high rainfall on the fire affected landscape and major landslips .

Colac Otway Shire (COS), in partnership with Emergency Management Victoria initially convened a Community Resilience Committee (CRC) to assist the recovery of the community from the impact of the disaster.

The CRC guided the first twelve months of the post-fire recovery and will continue to guide the renewal of the community, re-constituted as a community-based incorporated association known as the Wye Sep Kennett Renewal Association Inc., (WSKRA).

WSKRA is a community-based incorporated association operating independently of, but collaboratively with, COS and all relevant State and Commonwealth government agencies.

1. **Purpose**

The purpose of the WSKRA is to champion, guide and facilitate a community led, community based, partnership approach for the renewal of the community.

WSKRA is guided by the following principles and values:

* Fostering community driven and community owned renewal
* All community voices are respected and valued
* Ensuring a focus on health and wellbeing and the management of risk

balancing amenity, public health and safety

* Natural beauty is enhanced by small scale and informal facilities
* Regeneration of indigenous flora and fauna has the highest priority
* Development is sympathetic to the environment and of minimal impact
* Accountability and good governance
* A shared response to identified issues between the community, COS, the Victorian State Government the Commonwealth Government and government agencies.
1. **Specific Functions**

WSKRA is a community-based body that enables a co-ordinated approach to the renewal of the community - between its different geographic locations, diverse membership, respective key organisations and differing views – to be developed, continued and advocated.

The specific functions of WSKRA are to:

1. Facilitate and lead community discussion to identify and evaluate issues critical to the effective renewal of the community.
2. Lead the development and adoption of plans that outline all actions necessary to address identified issues.
3. Monitor the implementation of renewal actions so they are undertaken in an appropriate, systematic, effective and timely manner.
4. Ensure actions are flexible and responsive to emerging community needs, trends and relevant issues.
5. Highlight areas of unmet need for any additional resources or actions to assist community renewal.
6. Review the current Renewal Plan, facilitate the inclusion of matters relating to Kennett River and co-ordinate the development of subsequent updates to it.
7. Advocate with COS and relevant State and Commonwealth agencies for the implementation of identified renewal activities that are within their respective areas of responsibility.
8. Provide updates and advice on the implementation of Renewal Plan actions and initiatives to the community and key government agencies.
9. Receive reports from COS and Government agencies on the progress of initiatives in the Renewal Plan.
10. Provide quarterly updates on the implementation of Renewal Plan initiatives and any emerging issues to the Minister with oversight responsibility for the recovery of the community and arrange briefings with ministerial staff as necessary and appropriate.
11. **Committee members**

Members of the WSKRA Committee are responsible for:

1. Providing a mechanism for communicating and receiving information between WSKRA, the community and key government agencies
2. Informing the community and key government agencies about the progress of Renewal Plan actions, and facilitating information provision and feedback through their networks, contacts and associated organisations
3. Bringing diverse community opinions and concerns to the attention of the committee in a structured and constructive manner
4. Providing valuable knowledge on local issues and initiatives and generating creative ideas and solutions to assist community recovery and
5. Identifying mechanisms to assist the WSKRA committee with the implementation of Renewal Plan initiatives.
6. **Membership of WSKRA Committee**

Membership of the committee for WSKRA will comprise:

* Two Co-Chairs, Secretary and Treasurer elected by the members
* Community members (5) (recruited through Expression of Interest)
* President/Chairperson (or nominee) of Wye River and Separation Creek Progress Association, Kennett River Association, Wye River Surf Life Saving Club and Wye River CFA.

The initial term of membership on the WSKRA committee will be for up to 12 months from its incorporation. All members will be eligible for re-appointment. The committee may co-opt particular individuals as required for identified purposes, and committee members may appoint a delegate if they are unable to attend meetings from time to time.

COS and State government agencies will be invited to attend committee and general meetings of WSKRA as required, to report on the implementation of initiatives, to respond to emerging issues and to discuss proposals that may impact on the community.

Members may also invite others (with the prior approval of the President or Vice President) to attend Committee meetings to provide advice or information on relevant issues.

1. **Meetings**

The WSKRA Committee will meet on a bi-monthly basis or as required.

**6. Support**

Secretarial and administrative support will be provided by committee members.

**7. Reporting**

WSKRA will request timely reports on the implementation of Renewal Plan initiatives from the relevant agencies, COS and its own Work Groups for its meetings.

**8. Work Groups**

WSKRA has established Work Groups to address and report on particular issues identified in the Renewal Plan:

* Community Connections and Wellbeing Work Group
* Flora, Fauna, Beachscape and Drainage Work Group

**9. General Membership of WSKRA**

People are welcome to apply for general membership of WSKRA by completing an application form stating they support the principles and purposes of the association.  Membership applications are subject to review by the Committee under the Model Rules

**10. Public Statements**

WSKRA is not responsible for the provision of any technical, design or legal information or advice relating to the Renewal Plan or projects and activities undertaken by relevant authorities and agencies. These functions are the responsibility of COS, Emergency Management Victoria, DELWP, VicRoads and other relevant agencies.

Any public statements to be attributed to the WSKRA must be approved in advance by a Co-Chair.

REVISED 04 January 2018