**DRAFT – SUBJECT TO RATIFICATION**

Attendees: Dr. Diane Sisely (Co-Chair); Cr Chris Potter, Mayor COS (Co-Chair); Sue Wilkinson (CEO, COS); Joanne Tyler; Dr. Mark Stokes; Roy Moriarty; Paul Greene; Ian Angus (by phone); Debra Hocking (by phone).

Apologies: Craig Lapsley, Emergency Management Commissioner; Ampara McKenzie-Murray, WRSC Resettlement Program Manager, EMV; Mark Koliba; VicRoads.

Ex officio: Gareth Smith, General Manager, Development and Community Services; Clare Malone, Co-coordinator Bushfire Community Recovery; Yvette Hill, Bushfire Community Recovery Officer, COS

Other Attendees: Fiona Simpson, VicRoads; John Ginivan, DELWP; Andrew Morrow, DELWP.

| **Agenda Item** | **Discussion** | **Action/Outcome (Responsibility)** |
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| **1 Welcome & Apologies** | The Co-Chair, Diane Sisely welcomed attendees, including Cr Chris Potter, Mayor Colac Otway Shire who was attending for the first time.  The CRC noted apologies from Craig Lapsley, Ampara McKenzie-Murray and Mark Koliba.  The CRC noted the commitment from the Colac Otway Shire (COS) in supporting the community recovery and thanked Sue Wilkinson and Cr Chris Potter. | Diane Sisley |
| **2 Confirmation of Previous Minutes & Review of Action Items** | The minutes from the 22 October 2016 CRC meeting were confirmed.  There were no Action Items for review. | Diane Sisley/Clare Malone |
| **3 Draft Community Renewal Plan** | John Ginivan advised that feedback received on the Draft Community Renewal Plan showed overwhelming support for the actions and that only minor tweaking was required.  He further advised that the Draft Community Renewal Plan has been endorsed by the Leadership Group and that it will be made available at the forthcoming community meetings on Saturday 25 March (Wye River) and Thursday 30 March (Melbourne).  Diane Sisely noted that the Plan also been endorsed by the Progress Association, SLSC and CFA.  John Ginivan explained that no funding is currently available for some activities and that requests for funding would need to be made to the relevant agency and considered as a part of their budget processes.  He also advised that the CRC will now transition to a Community Committee with expanded representation from other groups including the Progress Association, SLSC and CFA.  Diane Sisely advised that one of the community representatives will take responsibility for the preparation of agendas and minutes.  COS and other agencies will attend CRC meetings as required and request to attend to discuss any specific matters of importance.  Sue Wilkinson advised that COS will shift to business as usual with some staff from the Bushfire Recovery Team reaching the end of their tenure in their current roles, including Sandra Wade and Doug McNeil.  She distributed the *COS Supporting the communities of Wye River and Separation Creek Service Charter* noting that it is included for discussion later on the agenda.  Sue also advised that Gareth Smith, GM, Community Development and Services, Tony McCann, GM, Infrastructure and Leisure Services will be responsible for ongoing Bushfire Recovery activities and be in attendance at the community meetings. Further that Kerim Sijercic, Manager Infrastructure Bushfire Recovery would continue with a dedicated focus on bushfire recovery.  Gareth Smith advised that COS still has in place a Bushfire Project Control Group which meets regularly to manage and monitor progress of COS activities.  There was discussion in relation to the status of the Work Groups. It was agreed that they would continue to meet as required with support from the respective agencies if available.  It was noted that DHHS funding for community recovery activities is available until September 2017 and that support from COS for the Community Connection and Wellbeing Work Group will continue until this time.  Sue advised that following this the community will need to investigate alternative resource support.  Joanne Tyler queried whether the community members of the Work Group would continue to be covered by COS’s public liability insurance. Sue advised that COS would follow up on this matter and provide advice.  Diane Sisely advised that the Community Renewal Plan has been submitted to COS as a part of the consultation on the Council Plan.  Gareth also advised that other community groups often invite councillors and the COS Executive Management Team to meet with them to discuss projects at the beginning of each year to inform the budget process. | John Ginivan/Diane Sisely  **COS to advise on status of insurance cover for community members of the Work Groups.** |
| **4. Update from Work Groups:**   * **Flora, Fauna and Beachscape** * **Planning, Building and Fire** * **Community Connection and Wellbeing** * **Business and Tourism** | **Flora; Fauna and Beachscape Work Group**  Update of work in progress:   * The Work Group has had 2 further meetings since the last CRC meeting * More bird boxes are to be installed and an additional 40 are being made for Stage 2 of the Project * A Rockpool Ramble was held in January but unfortunately was not particularly well attended * A Weed Identification Session was held on 11 March * A Fungi Workshop is proposed for 15 April.   **Planning, Building and Fire Work Group**  Update of work in progress:   * The Work Group has not met this year * Power restoration - majority of residents of Iluka Avenue have opted for underground power.   **Community Connection and Wellbeing Work Group**  Update of work in progress:   * Health services for the community – updates through WyeSep Connect and letter box drop * Concerns expressed in relation to WyeSep Connect being discontinued * Have investigated discounted accommodation for part time residents during the planning and rebuilding process * Provided advice to DELWP in relation to communications regarding planned burn in Kennett River * Community events are being planned for Winter * Visitor Information Sheet is being for first term holidays * Photos from ‘Wye I Love’ exhibited in store and pub over first term holidays * Wye Winter photographic competition has been launched * Discussions regarding a community arts workshop still underway * Investigating future plans for Harrington Park   **Business and Tourism Work Group**  Update of work in progress:   * Three priority projects have been submitted to DELWP for GOR Walk funding. * Continuing to pursue funding for extension of the GOR Walk and a draft report on economic benefits has been prepared by an economist. * Focusing on overnight stays as these numbers are declining. | Joanne Tyler  Ian Angus  Debra Hocking  Paul Greene |
| **5 Community Intentions Survey** | Gareth Smith provided an overview of the outcomes of the Community Intentions Survey which included the following statistics.  109 property owners were contacted to complete the survey and there was a response rate of 98 (72%):  69% planning to rebuild | 10% propose not to rebuild | 20% are unsure  Proposed building time frames:   * 0-6 months; 38% * 1-2 years; 18% * 3-5 years; 9% * Over 5 years; 2%   The current planning permit status is as follows:   * 14 currently being assessed * 18 permits granted * 6 permits issued prior to the fire.   Mark Stokes suggested that the figures were not consistent. Gareth advised that he would follow up on this matter.  Gareth advised that a follow-up intention survey will be undertaken in 6 months time. | Gareth Smith  **COS to check consistency of figures issue raised in relation to the Community Intentions Survey.** |
| **6 Update on COS Works** | The CRC were advised that the Construction, Traffic and Environment Management Plan should be finalised within the next week.  COS is seeking feedback into:   * Hours of operation for power tools and machinery and if EPA guidelines are suitable * Delineation of parking restrictions, individually or area wide and consideration of a 20kmh speed limit in construction area.   Sue explained that once adopted by Council these restrictions would form part of the planning permit.  The drainage contract for design should be finalised shortly. The designers will undertake initial design works and consultant with the community prior to progressing to detail design.  Access deeds are being sent to relevant land owners where retaining walls will be built by Council contractors.  Tree removal will commence 27 March – approximately 23 trees to be removed from Council land in the short term which have been deemed unsafe and 15 trees which require pruning. Land owners will be notified if the tree is adjoining their property before works commence.  The Stanway Drive gate will have a lockable boom installed which was part of the Council plan as the road is not suitable for daily traffic. Advice will be provided in relation to who will have the key.  There was discussion about traffic turn-around places and traffic movement along Iluka Avenue and other sites within the building area. These issues will be considered as a part of the Construction Management Plan.  Advice was requested in relation to whether there are plans for Slashers Bypass to be sealed as it an important access route for fire trucks during emergencies. Sue advised that she would need to seek advice in relation to management responsibility for the road and any proposed works. | Sue Wilkinson  **COS to provide advice in relation to who will have the key for the lockable boom gate at Stanway Drive.**  **COS to investigate which agency has management responsibility for Slashers Bypass and of any proposed works to seal the road.** |
| **7 Update on GOR Works** | Fiona Simpson from VicRoads advised the CRC that VicRoads is currently working in two locations on the Wye River end of the Paddy’s Path hillside:   * Construction of a retaining wall at the top * Construction of a gabion wall below.   Once the walls are complete a process of ‘soil nailing’ will take place over the landslip risk site. This process will take approximately four to five months. During the soil nailing process, portable tripods will be used on the hill rather than the heavy machinery.  Matting and vegetation works will follow and need to be completed quickly before it gets wet.  There was discussion around the scope of works and that it had previously been mentioned that there may be up to 3 walls. John Ginivan advised that this has yet to be decided.  John also advised that according to the geotechnical advice Paddy’s Path will be viable.  Works on the track from Iluka being built by VicRoads have been temporarily suspended pending queries from adjoining land owners who require more information and detail about its use, and requests for clarification from the broader community. The CRC raised concerns about VicRoads communications with stakeholders in relation to the works. Fiona explained that VicRoads is currently working with EMV to develop a communications strategy. Fiona apologised for the communications issues and explained that it is regretful. She further explained that this will be rectified and clarity and detailed planned works will be provided to the community going forward.  Fiona also advised that VicRoads is hosting a series of community meetings along the Great Ocean Road to inform the scope of improvement and maintenance works. | Fiona Simpson |
| **8 Colac Otway Shire Service Charger** | Sue Wilkinson explained that the Service Charter provides points of contact and outlines the standards of service COS will deliver.  It was suggested that it is important for the reference to escalating matters to senior staff be carefully worded.  The timeframe for the Charter was discussed. Gareth advised that it will need to be reviewed in June prior to the majority of funding ceasing. | Sue Wilkinson |
| **9 Transition to Business as Usual** | Sue Wilkinson provided the following overview of transition arrangements:   * Community meetings in their current form are not expected to continue. Meetings will instead be held for consultation on an ‘as needs’ basis in relation to specific projects/topics * Bushfire Recovery email database will continue to be used as it is a valuable resource * Community Resilience Newsletter will be prepared on an as needs * Leadership Group will continue to meet quarterly. * WyeSep Connect will be transitioned to a page on the Colac Otway Shire website, and relevant content will also be transitioned. Local events and topics can still be channelled through this page * WyeSep Facebook page will continue in the short term.   The CRC queried how they communicate with the community. It was recommended that they use the WyeSep page on the COS website and WyeSep Facebook to communicate outgoing messages. For incoming comments and feedback sought the CRC can utilise the CRC email address.  The importance of communicating the transition of the website clearly to the community was raised. Sue advised that she would speak about this at the upcoming community meetings. | Sue Wilkinson |
| **10 Other Business** | Debra Hocking inquired about when the Coroner’s Report would be released. John Ginivan advised that this is not yet known. |  |