

**Attendees:** Ally Dench, Kelli Bennett-Smith, Catherine Stuart, Matthew Affleck, Christine Wilesmith, Paige Brown, student and Alison DeLaMare taking minutes

**Apologies:** Rob Moran, Kerrie Shelton, Brodie Pitt-Owen, Sara Field

ITEM	ACTION / OFFICER
<p><b>1. Minutes of previous meeting Friday 25 August 2017</b></p> <p>The Minutes of the Community Resilience Committee Meeting of 25 August 2017 were accepted.</p>	
<p><b>2. CRIP Project Update</b></p> <p>Ally advised that the Activate Wollondilly Project Forums were held with community groups, emergency services, businesses, residents in February/March this year. Groups provided feedback regarding the recovery process after the 6 June 2016 storm event and as a result all issues have been raised and addressed in the report.</p> <p>Council are responding to the recommendations and Ally would like this group to read the report before it goes out. The report will be finalised next week.</p> <p>It was noted that this group will be privy to confidential information. The report will be made available through a Council report to the community and Councillors.</p> <p>A Desktop Exercise - Activate Wollondilly Project was conducted on Monday 30 October 2017, by Ken Moroney and Dave Owens. The purpose of the Exercise was to test the learnings and key outcomes identified through the project and from feedback provided from the community forums. A report will come back on this exercise from Ken Moroney and Dave Owens.</p> <p>Kelli suggested that it would be good to have a Desktop Exercise scenario every 3 months and with other community groups, this would help with relationship building.</p>	<p>Recommend that a Desktop scenario to be conducted once a year. Look at Terms of Reference. Apply for funding to do more Desktop Exercises - future funding idea.</p>
<p><b>3. DRAFT Terms of Reference</b></p> <p>Ally tabled the updated Draft Terms of Reference.</p> <p>The following comments were noted:-</p> <p>Catherine – The Wollondilly Community Resilience Committee will “in the context of emergency management”.</p> <p>Paige – Transport and Education representation is under-represented, need to source more skills in regard to transport and education.</p> <p>Christine – Housing also under-represented.</p> <p>Catherine – Suggested to go through agencies head offices to find someone to sought through the housing aspect.</p> <p>Matthew – Churches and Salvation Army.</p>	<p>Rob to investigate.</p> <p>Christine and Matthew to investigate.</p>

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<p>Ally noted that we are meeting quarterly, if there are issues please feedback to the Committee.</p> <p>Terms of Reference - Suggested changes:-</p> <ul style="list-style-type: none"> <li>• Membership as termed by the Wollondilly Shire Council and based upon the functions identified in the Terms of Reference.</li> <li>• That membership should have connections and reach on a local level.</li> </ul> <p>The Terms of Reference were adopted by the group -</p> <p>MOVED: Ally Dench and SECONDED: Christine Wilesmith</p> <p>Reporting requirements – each meeting the Committee will recommend items to be reported back to Council’s Executive. After adoption by Council’s Executive it will be reported to a Council Meeting.</p> <p><u>December Council Meeting Report – Update</u></p> <ul style="list-style-type: none"> <li>• Terms of Reference adopted.</li> <li>• Membership of the group and seeking further membership based upon the functions in the Terms of Reference.</li> <li>• CRIP Project where we are up to and what has been achieved.</li> <li>• The desktop exercise that was conducted and actions.</li> <li>• Encourage Councillors to attend Committee Meetings.</li> <li>• Development of the Emergency Management Guide – not complete.</li> </ul> <p><b>Recommendation:</b> That Council seek further funding so that Council can conduct regular desktop exercises and include other local agencies.</p>	<p>A report is to be put up to the December Council Meeting with an update – Ally Dench and Rob Moran</p>
<p><b>4. Emergency Management Guide</b></p> <p>Ally tabled the Emergency Management Guide.</p> <p>The following comments and suggested changes were noted:-</p> <ul style="list-style-type: none"> <li>• Review the guide every six months – relevance to bush fire season, storm season.</li> <li>• Reference to the Evacuation Centres be removed – where Evacuation Centres are located and how to get to the evacuation – a link to contact agency websites to source information regarding Evacuation Centres.</li> <li>• Reworded – Evacuation Centres vary depending on the emergency, please listen to local radio station C91.3, go to the website, social media.</li> <li>• Be prepared to evacuate early, look at local SES website for information.</li> <li>• Where to go – change to “prepare to go”.</li> <li>• Emergency Services will declare an evacuation point which is safe at that point in time.</li> <li>• One page home emergency plan in the book where you can write your plan (perforated page).</li> </ul>	<p>Ally Dench and Rob Moran</p>

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<ul style="list-style-type: none"> <li>• First page – talk to your families and neighbours now about what you would do in an emergency. The following are some ideas .....</li> <li>• Slogan - Look after your mate in the first 48.</li> <li>• What to do – where is your family and friends, don't forget your neighbours and the people in your street.</li> <li>• Awareness raising brochure - need to get people to think about making a plan.</li> <li>• Evacuation meeting point – change to “you're agreed meeting point – place of safety”.</li> <li>• Page before - have you had the conversation with your family and friends yet - come to an agreement.</li> <li>• Safer Neighbourhood Places –where to get the information from.</li> </ul>	
<p><b>5. General Business</b></p> <p>Nil.</p>	

Meeting Closed: 10.45am

Next Meeting: 2 February 2018