

## MINUTES

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### Wollondilly Recovery and Resilience Advisory Group Meeting

**Date:** Wednesday, 17 May 2023  
**Time:** 3.30pm till 5.30pm  
**Venue:** Wollondilly Shire Hall and via Microsoft Teams  
**Chair:** Cr Blair Briggs

#### Present and Apologies

<b>Present – in Person</b>
Mayor Matt Gould, WSC
Cr Blair Briggs, WCC
Cr Suzy Brandstater, WSC
Sandra Harlor, Warragamba / Silverdale Neighbourhood Centre
Phoebe Ward, National Emergency Management Agency (NEMA)
Julie Lewis, Service NSW for Business
Lou Matthews, Service NSW for Business
Tracy Hamilton, NSW Reconstruction Authority
Allan Chilcott, Community Member
Michelle Sheehan, Manager Community Services, WSC
Rob Moran, Community Projects & Events Team Leader, WSC
Tracy Paul, Acting Community Recovery Officer, WSC
Stephen Gardiner, Manager Sustainable Growth, WSC - Guest
Mike Nelson, Manager Assets, Transport & Engineering, WSC - Guest
Alex Burgess, Natural Resources Officer, WSC - Guest
<b>Present – Online</b>
Tanya Smith, Community Links
Ryan Roumieh, Lifeline, Macarthur & Western Sydney
Philip Sen, Habitat for Humanity
Cally Sheehan, NSW Reconstruction Authority
Mark Ludbrooke, Australian Red Cross - Guest
Diana Bernardi, Australian Red Cross - Guest
Carolyn Whitten, Team Leader Strategic Planning, WSC - Guest
Kylie Fairhall, Senior Strategic Planner, WSC - Guest
<b>Apologies</b>
Cr Judith Hannan, WSC
Kerrie O’Grady, One Stop Community Assistance Inc. (OSCA)
Sharon Robertson, Shining Stars Foundation & Mother Hubbard’s Cupboard
Cheryl Mitchell, South-West Sydney Local Health District
Jade Weidner, South Western Sydney Primary Health Network (SWSPHN)
Rebecca Paget, Recovery Officer, NSW Department of Primary Industries
Patrick Nellestein, Community Member
Chris Keneally, Community Member

Agenda Item	Discussion / Decision / Recommendation	Action / Officer
1. <b>Welcome &amp; Acknowledgement of Country</b>	Cr Briggs welcomed attendees and paid respects to traditional custodians of the lands (Gundungurra and Dharawal).	
2. <b>Disclosure of Interests</b>	Nil	
3. <b>Apologies</b>	Apologies noted.	
4. <b>Attendance</b>	<p>Each person briefly introduced themselves.</p> <p>It was noted that David James, Service NSW has resigned from this Advisory Group. Julie Lewis and Lou Matthews are now the representatives for Service NSW.</p> <p>It was noted that Kristeen Chao, Habitat for Humanity, has resigned from this Advisory Group. Philip Sen is now the representative for Habitat for Humanity.</p>	
5. <b>Confirmation of Previous Minutes</b>	Minutes of the previous meeting of 7 December 2022 were approved.	
6. <b>Actions &amp; Initiatives</b>		
	<p><b>Disaster Ready Fund – New NEMA Grant</b></p> <p><b>Action:</b> <i>Send information on the new funding grant, Disaster Ready Fund, to Advisory Group.</i></p> <p><b>Comment:</b> Phoebe Ward advised that Round 1 closed on 6 March 2023, however, that round was not applicable to Councils – only State Government. Only grants of over \$1M were encouraged.</p> <p>Consultation for Round 2 will start in June 2023. Applications will be open from July 2024. At this stage, this is the only information available for this grant.</p>	
	<p><b>Rivers of Carbon</b></p> <p>Rivers of Carbon is an organisation that works with landholders to protect and restore rivers, streams and wetlands.</p> <p><b>Action:</b> <i>Chris Keneally to send details of Rivers of Carbon to Advisory Group for their information.</i></p> <p><b>Comment:</b> Noted.</p>	

6. Actions & Initiatives Cont'd		
	<p><b>Action:</b> <i>Invite Rivers of Carbon to next AG meeting to advise what their organisation is all about and whether they are able to assist Wollondilly residents in regards to erosion control.</i></p> <p><b>Comment:</b> Rivers of Carbon were invited to speak at this meeting. However, their representative had conflicting commitments on today's date.</p> <p>Rivers of Carbon to be invited to attend to speak at the next meeting.</p>	Natalie McMullen
	<p><b>Evacuation Routes for Silverdale</b></p> <p><b>Action:</b> <i>Invite a Council Officer to next Advisory Group Meeting to discuss Wollondilly's Hazards Analysis and Emergency Management (HAEM) Study.</i></p> <p><b>Comment:</b> Carolyn Whitten gave a presentation to explain the purpose behind Council's Wollondilly's Hazards Analysis and Emergency Management (HAEM) Study.</p> <ul style="list-style-type: none"> <li>• <b>Copy of powerpoint presentation to be forwarded to Advisory Group with the Minutes.</b></li> </ul> <p><b>Action:</b> <i>Enquire as to whether the HAEM Study can be reviewed by the Advisory Group</i></p> <p><b>Comment:</b> At this point in time, the document is not a public document as it is still in a draft stage. A public facing document will be created in the future with all confidential/sensitive information redacted.</p> <ul style="list-style-type: none"> <li>• <b>Cr Briggs asked, when the public facing document is created, that the document comes before the Advisory Group for their feedback prior to being released to the public.</b></li> <li>• <b>Sandra Harlor asked that the Study considers the impact of the hazard of dust explosions, in particular from flour mills.</b></li> </ul> <p><b>Action:</b> <i>Invite a Council Officer from Assets, Transport &amp; Engineering to next Advisory Group meeting to advise further on this issue.</i></p> <p><b>Comment:</b> Mike Nelson gave a verbal presentation to explain the difficulties of a second crossing as an evacuation route out of Silverdale.</p>	<p>Tracy Paul</p> <p>Stephen Gardiner</p> <p>Stephen Gardiner</p>

6. Actions & Initiatives Cont'd		
	<p><b>African Olive</b></p> <p><b>Action:</b> <i>Invite a Council Officer from the Environment Team to next Advisory Group meeting to advise further on Council's Weed Management Program.</i></p> <p><b>Comment:</b> Alex Burgess gave a verbal presentation on the issues surrounding African Olive in Wollondilly.</p>	
	<p><b>HeadStart</b></p> <p>HeadStart is a mental health service website connecting the community with local mental health service providers, information and resources specific to their needs.</p> <p><b>Action:</b> <i>Jade Weidner to send hard copy promotional material to Council to be shared</i></p> <p><b>Comment:</b> Promotional material received and sent to Advisory Group with this meeting's Agenda.</p>	
	<p><b>Community Resilience Network Sub-Committee</b></p> <p><b>Action:</b> <i>Advisory Group to advise if they are interested in participating in this sub-committee</i></p> <p><b>Comment:</b> Noted. Cr Briggs clarified that this sub-committee would only be formed after a severe weather event/disaster.</p>	
7. Matters Referred to the Advisory Group by Council Resolution		
7.1	<p><b>21/02/2023 - Notice of Motion – Resolution 34/2023</b></p> <p><b>Bush Preparedness and Promotion/Awareness Program</b></p> <p>Cr Briggs noted that it is appreciated that this NOM was put before Council to give these issues visibility, however, also advised that as a response to this NOM, most of what is mentioned is already being looked after by another agency.</p> <p>So, essentially, there is no need to reinvent the wheel as there are adequately qualified people in the right agencies, including Council, that are managing the points noted in this NOM.</p>	

<p><b>7. Matters Referred to the Advisory Group by Council Resolution Cont'd</b></p>		
	<p>Council's response to the NOM was distributed to the Advisory Group for their information. Cr Briggs encouraged the Advisory Group to read Council's detailed response to this NOM and, if there are any further questions, to please raise them so they can be addressed.</p> <p>After reading Council's response to the NOM, no questions were raised by the Advisory Group.</p>	
<p><b>7.2</b></p>	<p><b>Above NOM incorporates discussion on possibility of a Vulnerable Resident's Register</b></p> <p>Cr Briggs read out the point 7. of the NOM as follows:</p> <p><i>Council to provide a feasibility report within 6 months for the creation of a registration platform and database that would allow vulnerable residents to pre-register themselves with Council for the purposes of use during an emergency or crisis situation e.g. bushfire or flood. The report should address the need, use of information and if other agencies already offer this service.</i></p> <p>Cr Briggs stated that this topic was previously discussed at the Advisory Group's first meeting in July last year.</p> <p>Cr Briggs noted that there is good intent behind this point being raised in the NOM, however, there are a lot of layers in regards to privacy, consent and risks with the agencies' internal sharing of personal data.</p> <p>The agencies who need this information already have access to the necessary information which is relevant to their agency.</p> <p>Cr Briggs genuinely feels that this issue has been dealt with and the necessary vulnerable people are being protected by the agencies that are assigned to their care.</p>	
<p><b>8. Presentations</b></p>		
<p><b>8.1</b></p>	<p><b>Philip Sen - Habitat for Humanity</b></p> <p>Philip Sen gave a presentation to explain the purpose behind Habitat for Humanity and what this agency can offer to Wollondilly.</p> <ul style="list-style-type: none"> <li>• <b>Copy of powerpoint presentation to be forwarded to Advisory Group with the Minutes.</b></li> <li>• <b>Add Philip Sen to Recovery &amp; Resilience Advisory Group email distribution list</b></li> <li>• <b>Share presentations from these meetings on Council's website on the Emergency Management page.</b></li> <li>• <b>Cally Sheehan to put Philip Sen in contact with Resilient Sydney</b></li> </ul>	<p>Tracy Paul</p> <p>Tracy Paul</p> <p>Tracy Paul</p> <p>Cally Sheehan</p>

8. Presentations Cont'd		
8.2	<p><b>Diana Bernardi – Australian Red Cross</b></p> <p>Gave a verbal presentation to explain the purpose behind Australian Red Cross and what this agency can offer to Wollondilly.</p> <ul style="list-style-type: none"> <li>• <b>Australian Red Cross (and other agencies) to utilise the Resilient Wollondilly Mobile Recovery Hub Van when it is visiting our villages/towns as a preparedness tool to provide information updates and details of upcoming workshops.</b></li> <li>• <b>Coordinate the Resilient Wollondilly Mobile Recovery Hub Van visits with the Service NSW bus visits so all agencies are out together at the one time.</b></li> </ul>	<p>All Agencies</p> <p>Tracy Paul / Service NSW</p>
9. Updates from Committee Members or Guests		
9.1	<p><b>Tanya Smith – Community Links</b></p> <ul style="list-style-type: none"> <li>• <b>Recovery Activities Update:</b></li> </ul> <p>Community Links is funded until 30 June 2023 by Primary Health Network (PHN) to provide case management and community engagement.</p> <p>Currently finalising a further 12 months funding which will focus on ongoing community engagement activities.</p> <p>Still have a heavy case management load, however, community engagement activities are also booking out very quickly with waiting lists of well over 100 people</p> <p>This speaks to the fact that people want to talk in person and get their information in person.</p> <p>Most of the community engagement activities are environmentally-focussed as well as a lot of craft and First Nations activities as well.</p> <p>Further details will be provided in due course of a major community event to be held at the end of November 2023 where all agencies will be encouraged to be involved for a festival of fun.</p> <ul style="list-style-type: none"> <li>• <b>Provide further details of the major community event to be held at the end of November 2023 where all agencies will be encouraged to be involved.</b></li> </ul>	<p>Tanya Smith</p>
9.2	<p><b>Alex Burgess, Natural Resources Office – WSC</b></p> <ul style="list-style-type: none"> <li>• <b>New RFS Bush Fire Risk Management Program</b></li> </ul> <p>RFS and all the support agencies are embarking on a new generation bushfire risk management program.</p> <p>This program is moving away from the old process which was very opinion-based and general information into a new scientific and computer modelling approach.</p>	

9. Updates from Committee Members or Guests Cont'd		
	<p>This new approach involves the shire's bush fire district being divided into a 180m<sup>2</sup> grid with each grid being modelled with approximately 2,000 potential ignition points under a total of 18 different weather and fuel conditions.</p> <p>This approach will be used to determine how frequently each grid square is affected by fire under the modelling which will then work out the risk to that grid square based on asset density ie. residential, commercial, community and environmental.</p> <p>Once the risk is established, this will guide various bush fire hazard reduction programs and outreach.</p> <p>The program is currently in the first stage, being the first workshop in Wollondilly. This workshop has looked at the residential asset lists and noted some large new development areas that will affect asset density and has picked up a few places that were missed, however overall, it was a very comprehensive process.</p> <p>The next stage will be the modelling stage with the University of Melbourne.</p> <p>The third stage will be to come back to the next workshop somewhere between August and October 2023. This workshop will look at the other asset types.</p> <p>Alex Burgess has noted that Tracy Paul is working on an Asset Mapping &amp; Community Profiles project and will discuss asset types around this project further with Tracy Paul offline.</p> <p>However, if the Advisory Group are aware of any community or commercial assets that are not well known, please forward the name of the asset and its location to Alex Burgess so he can ensure that the asset is included in the program's asset modelling.</p> <ul style="list-style-type: none"> <li>• <b>Alex Burgess to talk further with Tracy Paul offline regarding the Asset Mapping &amp; Community Profiles project.</b></li> <li>• <b>Forward to Alex Burgess the name and location of any community or commercial assets that are not well known so he can ensure that it is included in the modelling.</b></li> <li>• <b>Cr Briggs asked if Alex Burgess could come to future Advisory Group meetings to give updates on the Wollondilly/Wingecarribee Bush Fire Management Committee.</b></li> <li>• <b>If any further specific weed management requests arise, forward to Alex Burges as he is more than happy to assist with providing advice.</b></li> </ul>	<p>Alex Burgess</p> <p>Advisory Group</p> <p>Alex Burgess / Natalie McMullen</p> <p>Advisory Group</p>

<p><b>10. Update from WSC Community Recovery Officer – Tracy Paul</b></p>		
<p><b>10.1</b></p>	<p><b>Resilient Wollondilly Van</b></p> <p>Unfortunately, the roof of the van was damaged during the internal fit out process.</p> <p>Van has been to smash repairs for roof repairing which has now completed.</p> <p>Van has been to auto-electrician for electrical wiring which is now completed.</p> <p>Van is now back at Council and Council’s IT department is working on installing the IT equipment and Council’s depot are installing the generator.</p> <p>Council is now in the process of arranging the official launch of van.</p>	
<p><b>10.2</b></p>	<p><b>Community Recovery Hub Toolkit</b></p> <p>This is now finalised and Council is in the process of making the toolkit publicly available.</p>	
<p><b>10.3</b></p>	<p><b>Asset Mapping and Community Profiles</b></p> <p>Every town/village in Wollondilly is unique and has its own way of communicating and interacting.</p> <p>Council conducted a community engagement campaign wherein we visited 11 different towns/villages with 17 workshops over a four week period to find out the local knowledge of each town/village eg. what is important to them, what do they feel is an emergency management risk in their town, how do they communicate in an emergency.</p> <p>All the information has now been gathered and we are in the processing of collating this information.</p> <p>There will be a public facing document and an internal document to assist Council in its emergency management and community service activities.</p>	
<p><b>10.4</b></p>	<p><b>Person-Centred Emergency Planning Project</b></p> <p>The Disability Inclusive Emergency Planning (DIEP) Forum conducted a report, however, the intent of this research report was not to make recommendations, but instead to collate everything that was discussed at the forum in an organised way.</p> <p>The research team are still in the process of analysing the findings across all the study areas in NSW as Wollondilly was one of the first to participate in this research project.</p> <p>Closer to the end of 2023, the research team will be providing resources and materials that reflect the main findings from across all study areas.</p>	



<p><b>10. Update from WSC Community Recovery Officer – Tracy Paul Cont'd</b></p>		
	<p>Once we have these resources, they will help build a Disability Inclusive Disaster Risk Reduction Framework that will inform multiple layers of government.</p> <p>Council is currently waiting for the research project to finalise before considering any further recommendations and/or introduction of such a framework.</p>	
<p><b>10.5</b></p>	<p><b>Black Summer Dangerous Tree Grants</b></p> <p>This grant provided for residents who were impacted by the Green Wattle Creek Bush Fire and had trees burnt which were now posing a dangerous threat, to receive up to \$10,000 to have these dangerous trees removed.</p> <p>Council received an enormous response to this grant and now has a waiting list of approximately 20 residents.</p> <p>All applications are currently being processed.</p> <p>Not all applications will be claiming the full \$10,000 and not all applications will be approved, therefore, if any funding becomes available due to these reasons, we can then process the applications on the waiting list.</p>	
<p><b>10.6</b></p>	<p><b>Unsung Heroes Grant</b></p> <p>This funding became available through the Department of Premier and Cabinet to be used for initiatives in empowering our volunteers.</p> <p>The Department of Premier and Cabinet has advised that the quality of the applications was extremely high and that 99% of applications could have been approved based on merit.</p> <p>However, out of 32 applications received, only 7 were granted funding and Wollondilly was the only Council to receive the full \$100,000 grant funding allocated.</p> <p>Council's project involves three aspects being:</p> <ul style="list-style-type: none"> <li>• Training for our volunteers which will include psychological first aid, self-care, vicarious trauma, community engagement skills, accidental councillor, mental health first aid and will begin in June 2023.</li> <li>• Creating a database through Salesforce for our volunteers' contact information and skill set details. It will be the volunteer's responsibility for the input and updating of their details into this database.</li> <li>• Training community agencies and community leaders on the Community Recovery Hub Toolkit.</li> </ul>	

<b>11. General Business</b>		
<b>11.1</b>	<p><b>2023 National Local Government Awards</b></p> <p>Council has submitted two entries in the 2023 National Local Government Awards in the Disaster Preparedness category.</p> <p>Our entries are for the Community Recovery Hub Toolkit and Activate Wollondilly - Long Term Community Recovery and Resilience Plan.</p> <p>These two entries have gone to public vote. The results for this award have not been announced as yet.</p>	
<b>11.2</b>	<p><b>Sharing Information with Advisory Group</b></p> <p>Cr Briggs stated that it is important that everyone in the Advisory Group is in the loop so it is really important that we pass on all information to the Advisory Group.</p> <p>Cr Briggs requested that, if the Advisory Group has any information that it feels brings value to other members of this Advisory Group, to please send it through.</p> <p>Even if the information does not affect the whole Advisory Group, it is still better to share the wealth of information that this Advisory Group has with each other.</p> <ul style="list-style-type: none"> <li>• <b>Any information that the Advisory Group has and feels brings value to other members of this Advisory Group, please email through to <a href="mailto:recoveryandresilience@wollondilly.nsw.gov.au">recoveryandresilience@wollondilly.nsw.gov.au</a>. This is the email address for the distribution email group email for all members of this Advisory Group.</b></li> </ul>	Advisory Group
<b>12. Close</b>		
	<p>Meeting closed at 5.18pm.</p> <p>The next meeting date to be advised.</p>	