

# MEETING AGENDA/MINUTES

**Meeting** Floodplain Advisory Panel Meeting

**Team Name:**

**Date:** 13<sup>th</sup> June 2017 **Time: 11:00am**

**Venue: Port Stephens Council**

**Chairperson:** Sam Tyter

**Minutes: Jye Estatheo**

**Purpose of Meeting: To discuss the Anna Bay/Tilligerry Creek Flood Study and Port Stephens Council Flooding updates**

## Attendance

Akhter Hossain- Jacobs	Lih Chong- Jacobs	Angela Halcrow -OEH	Richard Murphy- OEH	Jake Bush- Community Rep
Joan Frost- Community Rep	John Rapson- Community Rep	Paul Le Motte- Councillor	Andrew Behrens- PSC	Sally Callander- PSC
Jye Estatheo- PSC	Sam Tyter- PSC			

## Apologies

-Bruce McKenzie-Mayor      Thomas Jory-SES      John Simpson-HWC

Item	Topic/Minutes	Responsible Officer
1.0	<b>Welcome to the Group</b>	Chair
	Chair Welcomed group to the Flood Plain Advisory Panel Meeting. This meeting was called primarily to discuss the recently completed Draft Anna Bay/Tilligerry Creek Flood Study. The meeting also provided an opportunity to update the Panel on PSC flooding progress. The elected Panel consisted of Councillors, Council Officers, State Officials and community members. A number of apologies were made on the day due to alternative commitments.	

Item	Topic/Minutes	Responsible Officer
2.0	<b>Port Stephens Council Flooding Unit Update</b>	Andrew Behrens
	<p>Council provided updates of recent advances in flood plain management undertaken by the Council. The following updates were discussed:</p> <ul style="list-style-type: none"> <li>-Online Flood Certificates</li> <li>-Flood Hazard Maps</li> <li>-Public availability of PSC Flood Studies</li> <li>-Hydrological Soil Maps</li> <li>-Patterson River Flood Study</li> <li>-Williamtown/Salt Ash Flood Study</li> <li>-Shoal Bay Drainage Study</li> <li>-Anna Bay and Tilligerry Creek Flood Study</li> <li>-LGA wide Overland Grid Flow study</li> <li>-Medowie Voluntary House Purchasing</li> <li>-Flooding Tools and Software</li> <li>-Flooding Development Control Plan</li> <li>-LGA flooding Statistics</li> </ul>	
3.0	<b>Panel Discussion</b>	Committee

Item	Topic/Minutes	Responsible Officer
	<p>A question was raised as to whether long term residents were asked about the contents of flood studies such as Anna Bay/Tilligerry Creek. Council advised that extensive community consultation occurs with every Flood Study undertaken. Community consultation in these studies often includes questionnaires, public workshops, newspaper advertisement, web advertisements, surveys, interviews, public exhibition periods and open requests for community feedback. The local knowledge provided by residents who have lived through major flood events provides key information that feeds directly into calibrating the parameters used in flooding models. For example, the Anna Bay/Tilligerry Creek Flood Study included sending out questionnaires to the public as well as a survey to identify key flooding markers throughout the study area including observations by residents on private properties. This involved residents pointing out flood markers that they have witnessed in previous major events.</p> <p>An issue was raised regarding the lack of flooding information throughout the Local Government Area (LGA). Council advised that flooding information is available for the majority of the LGA and that Council continues to undertake flood studies and flood risk management plans that will cover the entire LGA once completed as well as update existing studies and plans. The Anna Bay/Tilligerry Creek Flood Study covers a large catchment area and will therefore provide flooding data for a large portion of the LGA. Once all the major flood studies are complete, Council will continually seek to update these studies including undertaking smaller, more detailed catchment based studies to identify and quantify different sources of flooding (catchment flows rather than river flooding for example). Council advised that it had recently, since July 2016, introduced a new system of applying for flooding information via a "Flood Certificate". A Flood Certificate provides applicants with flooding information specific to a property within the LGA including flooding levels and hazard categories if available.</p> <p>Comment was provided by the Anna Bay Drainage Union representative at the meeting - the Panel was advised that the flood gates managed by the Union are fully operational and working efficiently. This indicates that flooding is caused by direct rainfall rather than from downstream conditions. This comment on flooding mechanism was reflected in JACOBS discussion on tail water effects within the Flood Study Report.</p> <p>A reoccurring theme throughout the meeting was the need to focus on flood education within the LGA. A large amount of community confusion and frustration could be reduced by implementing public awareness programs to firstly identify where the flooding information can be found and secondly how to interpret the data into usable knowledge. Council are continually working to improve public awareness of flooding. The Council website has been updated to make flood studies available as well as a FAQ section for questions that commonly arise. It was agreed that further work needs to be done to improve the public awareness throughout the LGA given our particular LGA faces a number of different flooding mechanisms.</p>	

Item	Topic/Minutes	Responsible Officer
4.0	<b>Agency Updates</b>	OEH/SES/HWC
	<p>OEH provided an update on behalf of SES who were absent in the meeting. SES members are currently revising local flood plans for particular catchments. New flood studies including the Anna Bay/Tilligerry Creek Flood Study have placed particular emphasis on emergency responses during flooding. Anna Bay for example highlights when key roads will be cut off during various storm events from small to large. This data will be very useful not only to SES, when revising their local flood plans, but also the local communities who may be cut off in flood waters and need to evacuate. It was highlighted by the panel that in the past, particularly in PSC LGA, evacuation orders have caused frustration for residents and appear illogical. It was agreed that new studies and management plans need to place more consideration onto emergency response data and resolutions.</p> <p>OEH introduced a new member, Richard Murphy, who will be involved in future flood management programs from a state government role. OEH will continue to support local Councils to undertake Flood Studies and Flood Risk Management Plans.</p>	
5.0	<b>Flood Study Anna Bay Tilligerry Creek Flood Study</b>	Jacobs
	<p>Council's flooding consultant, Jacobs, provided an overview of the Anna Bay/Tilligerry Creek Flood Study progress, the draft report and the study results. The Flood Study is in its Draft stages and requires completion of a public exhibition process to progress to the final version. Following completion of the public exhibition process Jacobs intends to address comments received from all stakeholders to update the report and submit to Council for adoption. This study will provide important information for future planning processes and therefore needs to be as accurate as possible. The Panel resolved that a Council Report be prepared to place the Draft Study on public exhibition to allow all stakeholders an opportunity to submit comments for consideration. Council and OEH are already in the process of providing comment to Jacobs for attention.</p>	
6.0	<b>Close</b>	Chair
	<p>Members expressed the need to meet more frequently in the future once the new Council is elected in September. Council supported this notion indicating that the Panel could meet on a more frequent basis without the need for a Flood Study trigger.</p>	

**MEETING CLOSED AT #**

## NEXT MEETING

Date: TBA

Time: TBA

Venue: TBA

## MEETING CODE OF COOPERATION

We start on time and finish on time.

We all participate and contribute – everyone is given opportunity to voice their opinions.

We use improvement tools that enhance meeting efficiency and effectiveness.

We actively listen to what others have to say, seeking first to understand then to be understood.

We follow up on the actions we are assigned responsibility for and complete them on time.

We give and receive open and honest feedback in a constructive manner.

We use data to make decisions (whenever possible).

We strive to continually improve our meeting process and build time into each agenda for reflection.

We will promote best practice, keeping open minds, combining our experiences and shared learnings to inform our deliberations.