

MEETING AGENDA/MINUTES



Meeting

Team Name:	Flood Advisory Panel		
Date:	Wednesday, 7 th February 2024	Time:	9am-12pm
Chairperson:	Andrew Behrens	Venue:	Port Stephens Council – Committee Rooms
		Minutes:	Bridget Jenkins

Purpose of Meeting: provide advice on the development and implementation of Floodplain Risk Management Studies and Plans throughout Port Stephens Council.

Attendance

PSC Staff: John Maretich Andrew Behrens Michael Osborne Tully Walker Samuel Tyter Dylan Mitchell	Cr Peter Francis	Jake Bush	Allison Wong (WMA Water) Erin Askew (WMA Water)	Rodney Stubbs (ABDU)
Paul Grech (GLN Planning)	Lisa Ignatavicius (SES) Carolyn Storrie (SES)	Richard Murphy (Environment)	John Simpson (Hunter Water)	

Apologies

PSC Staff: Nalliah Sivabalan Kate Drinan Adam Stewart Ryan Falkenmire Janamarie Hostler Mathew Egan Cameron Donaldson	Mayor Ryan Palmer Cr Giacomo Arnott	Graeme Silver (SES)		John Rapson
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Item	Topic	Time Required	Responsible Officer	Presentations/Notes/Actions	Date to be Completed
1	WELCOME				
	Welcome and housekeeping	2 mins	Andrew Behrens		
2	Port Stephens Council Update		Andrew Behrens	<ul style="list-style-type: none"> • Refer to Addendum 1 • Flood mapping is available on Council's Website • Flood Certificate Process is available • Expression of Interest for Flood Advisory Panel Representatives will be coming around September to align with Elections 	

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3	Agency Update - State Emergency Services		Lisa Ignatavicius	<ul style="list-style-type: none"> • Refer to Addendum 2 • Note the inbox for Community contact • PSC LFP to be completed this year as a priority • Jake recommended FIC/FAC (similar to Maitland Council) for issuing to Community – Lisa advised would pass on details • John M suggested access to OneRoad for SES may be useful as all Road Closures/Local info from Council will be there from now on 	

Item	Topic	Time Required	Responsible Officer	Presentations/Notes/Actions	Date to be Completed
4	Cumulative Impact Study		Paul Grech	<ul style="list-style-type: none"> • Refer to Addendum 3 & 5 • Erin advised that Austroads may contain some helpful quantitative information • Suggestion of LIDAR to monitor impacts of fill • Ensure climate change is consistently considered in flood planning • Recommendation process <ul style="list-style-type: none"> ○ 3 Councils (Newcastle, Maitland, Port Stephens) to review the findings and adopt recommendations ○ Specific DCP provisions and update will be part of the recommendations ○ Draft reports with Recommendations will be going to Council for endorsement soon 	
10:30am Morning Tea					

Item	Topic	Time Required	Responsible Officer	Presentations/Notes/Actions	Date to be Completed
5	Anna Bay & Tilligerry Creek Floodplain Risk Management Study & Plan		Erin Askew and Allison Wong	<ul style="list-style-type: none"> • Please Contact WMA for Discussion on Detailed Presentation (Addendum 4) • SES to provide their requirements for consideration in options for mitigation – Lisa to contact Erin • Erin to provide affected properties map (305 lots) to Richard 	

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6	Agency Update - Hunter Water Corporation		John Simpson	<ul style="list-style-type: none"> • Northbank Development and la nina weather conditions have resulted in HWC receiving flooding complaints with Tomago Rd being a hotspot. There were known issues with the Groundwater interaction in this area. • Salt Ash Defence area – a pipeline was proposed to improve local drainage, but this option was discounted as the wider area needs to be considered. • HWC would like to be advised / consulted if there are any proposed changes to drainage in the Williamtown problem areas. • Campvale – water quality is the primary is HWC’s primary focus as the stormwater from the Medowie catchment pumped is into Grahamstown Dam. HWC and Council collaboratively worked on a project investigating potential WSUD options to improve water quality in this catchment. Council is currently preparing a grant submission application to fund these works. 	

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7	Agency Update - NSW Department of Climate Change, Environment, Energy and Water		Richard Murphy	<ul style="list-style-type: none"> • Please Contact DCCEEW for Discussion on Detailed Presentation (Addendum 6) • The Flood Risk Management Manual has recently been released – changes outlined in Addendum 6 • The Draft Shelter in Place Guidelines are sitting with the Minister for signoff 	
8	General Business		Andrew Behrens	<ul style="list-style-type: none"> • None. 	
9	Close				

MEETING CLOSED AT 12:02pm

NEXT MEETING

To be determined within the next few months of 2024, once studies and reviews are ready.

Date:

Time:

Venue:

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.