

MEETING AGENDA

Meeting

Name:	Environmental Advisory Group		
Date:	26 February 2025	Time:	4 pm to 6 pm
Chairperson:	Mayor Anderson	Venue:	Port Stephens Council Admin Building and Zoom
Minutes:	Madison Young (PSC)		
Purpose of Meeting:	To provide community representation for consultation, advice and advocacy on environmental matters in Port Stephens		
File:	PSC2023-01499		

Attendance

Mayor Anderson Port Stephens Council	Councillor Armstrong Port Stephens Council	Iain Watt Marine Parks Association	Alarna Bristow Independent representative
Andrea Barnett Climate Action Port Stephens	Sue Olsson EcoNetwork Port Stephens	David Moore Friends of Tomaree National Park	John Clarke Independent representative
Elaene Williamson Tilligerry Habitat	Jill Cronin Voices of Wallalong and Woodville (VOWW)	Ewa Meyer Renew - Hunter Region Branch	Michelle Hession Independent representative
Vicki Davis Tomaree Ratepayers and Residents Association Inc. (TRRA)	Kate Drinan Port Stephens Council	Madison Young Port Stephens Council	Kim Baker Port Stephens Council
Brock Lamont Port Stephens Council	Beth Evans Port Stephens Council	Elizabeth Lamb Port Stephens Council	Francesca Hanlon Port Stephens Council

Apologies

Mark Clifton
Mambo Wanda Wetlands Ramsar
Working Group

Carmel Northwood
Koala Koalition

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.0	WELCOME AND APOLOGIES				
1.1	Acknowledgement of country We acknowledge the Worimi people as the original Custodians and inhabitants of Port Stephens. We acknowledge and pay respects to Worimi elders past and present. May we walk the road to tomorrow with mutual respect and admiration as we care for the beautiful land and waterways together.	2 mins	Chairperson	<ul style="list-style-type: none"> Complete 	Complete
1.2	Chair Welcome	2 mins	Chairperson	<ul style="list-style-type: none"> Complete 	Complete
1.3	Introduction of new members	10 mins	Chairperson	<ul style="list-style-type: none"> Complete 	Complete
2.0	BUSINESS ITEMS				
2.1	Review Terms of Reference (TOR)	10 mins	Chairperson / Kate Drinan	<ul style="list-style-type: none"> TOR as endorsed by Council reviewed by group. Roles of members, Chair and Council officers discussed. EAG does not have a budget. Purpose of the group is to consult on environmental matters that Council is working on. Matters outside this can be discussed by 	Complete

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				the group, however if the group wishes for Council to pursue these matters further they will need to be escalated to the floor of Council.	
2.2	Review meeting format and agenda	20 mins	Chairperson / Kate Drinan	<ul style="list-style-type: none"> • The EAG was able to cover a lot of issues with the subgroup structure last term, however was resource intensive and not sustainable. • The role of the EAG and how it fits with Council's work plan has been reviewed to improve effectiveness. • Subgroups are still welcome to meet independently outside of EAG meetings. • The mechanism for bringing items to the floor of Council is through elected members. • Members would like more opportunity for open discussion and to present their ideas. <p>ACTION 1: Invitation for every member to submit small CV and what they are passionate about.</p> <p>ACTION 2: Item to be added to the agenda for presentations by committee members on request. Item to relate to scope of the EAG and be pre-approved by the chair.</p>	Action 1 and 2 to be completed by next meeting.

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2.3	Presentation – Development Control Plan Amendments	10 mins	Liz Lamb / Fran Hanlon	<ul style="list-style-type: none"> Presentation provided <p>ACTION 3: DCP Factsheets to be reviewed by EAG.</p> <p>ACTION 4: EAG Members to be updated when DCP on public exhibition so submissions can be made.</p>	Action 3 and 4 to be completed prior to next meeting.
2.4	Presentation – Tree Vandalism Policy Link to existing policy	30 mins	Beth Evans / Kate Drinan	<ul style="list-style-type: none"> Council Notice of Motion to review the policy included direction to consult with the EAG. Presentations provided by Sue Olsson and Council regarding the background of the issues leading to the Notice of Motion, the details of the current policy and complexities of tree compliance matters including burden to prove beyond reasonable doubt. <p>ACTION 5: Council to provide details of number of people caught and fined in the LGA over tree compliance matters.</p> <p>A number of suggestions were provided from the group including</p> <ul style="list-style-type: none"> Fines could fund surveillance. 	<p>Action 5 to be completed by next meeting.</p> <p>Action 6 to be completed by 21 March 2025.</p> <p>Action 7 to be completed by next meeting.</p>

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				<ul style="list-style-type: none"> • Welcome packages for new residents regarding to importance of trees. • More education for community around what is vandalism, respect for public areas, who to contact etc. • Name could be changed to tree and vegetation vandalism policy. <p>ACTION 6: EAG Members to complete survey questions regarding the contents of the Tree Vandalism Policy.</p> <p>ACTION 7: Council to review the policies named in the petition signed by the community and provide and update to the EAG at next meeting.</p>	
2.5	Presentation - Natural Systems Delivery Program	25 mins	Kate Drinan	<ul style="list-style-type: none"> • Presentation provided. <p>ACTION 8: Delivery Program to be provided to EAG members along with minutes of meeting.</p>	Action 8 to be completed by next meeting.
3.0	OTHER MATTERS				
3.1	General Business			<ul style="list-style-type: none"> • Moved to next meeting due to time. • Members suggested they would like more time for general business. Any items for discussion during 	Action 9 to be completed by next meeting.

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				<p>general business will need to be provided prior to the meeting to allocate enough time for discussion. Items to be within the scope of the EAG.</p> <p>ACTION 9: Contact details for Mayor and Cr Armstrong to be circulated with the group.</p>	
3.2	Close out		Chairperson	ACTION 10: Council to send out Meeting feedback survey for members to complete	Action 10 to be complete by next meeting.

Meeting Closed at:

NEXT MEETINGS:

Date: 21 May 2025

Time: 4pm to 6pm

Venue: Port Stephens Council Admin Building and Zoom