

MEETING MINUTES

Meeting

Name:	Environmental Advisory Group		
Date:	19 November 2025	Time:	4 pm to 6 pm
Chairperson:	Councillor Armstrong	Venue:	Port Stephens Council Admin Building and Zoom
Purpose of Meeting:	To provide community representation for consultation, advice and advocacy on environmental matters in Port Stephens		
File:	PSC2023-01499		

Attendance

Councillor Armstrong Port Stephens Council	Ewa Meyer Renew - Hunter Region Branch	Michelle Hession Independent representative	Vicki Davis Tomaree Ratepayers and Residents Association Inc. (TRRA)
Elaene Williamson Tilligerry Habitat	Sue Olsson EcoNetwork Port Stephens	David Moore Friends of Tomaree National Park	John Clarke Independent representative
Carmel Northwood Koala Koalition	Jill Cronin Voices of Wallalong and Woodville (VOWW)	Mark Clifton Mambo Wanda Wetlands Ramsar Working Group	Kate Drinan Port Stephens Council
Kim Baker Port Stephens Council	Madison Young Port Stephens Council	Rebecca Jaensch Port Stephens Council	

The following guests are invited to attend:

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Apologies

Mayor Anderson Port Stephens Council	Iain Watt Marine Parks Association	Andrea Barnett Climate Action Port Stephens	Alarna Bristow Independent representative
Brock Lamont Port Stephens Council			

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.0	WELCOME AND APOLOGIES				
1.1	Acknowledgement of country and welcome 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	Complete	
1.2	Warm up – your life highlight since the last meeting	10 mins	Chairperson	Complete	
2.0	PREVIOUS MINUTES				
2.1	Minutes of 13 August 2025	2 mins	Chairperson	Minutes accepted	
2.2	Outstanding Actions	5 mins	Chairperson	Outstanding Action Updates:	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>Action 2 – Council working with RSPCA on cat education program to promote responsible pet ownership.</p> <p>Action 3 – Control order for Chinese Violet has been lifted – moves from “eradicate” to “containment” on Tomaree and Tilligerry Peninsulas but will stay at eradicate elsewhere.</p> <p>Action 4 – Management of Bitou Bush is generally undertaken via a Crown Grant at Birubi, Boat Harbour and One Mile.</p> <p>Action 5 – Information on Southern Estuaries CMP on the Mid-Coast Council Website.</p> <p>Action 8 – Water quality monitoring undertaken by DPI. CMP has actions related to monitoring water quality.</p> <p>New Actions:</p> <p>Action 1: Sue to provide a map of the area in Salamander Bay that needs to be considered for Bitou Bush control so Council can investigate CRIF funding options.</p> <p>Action 2: Council to send out link to Southern Estuaries CMP page – See https://haveyoursay.midcoast.nsw.gov.au/oursouthernestuaries</p>	
3.0	BUSINESS ITEMS				

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
3.1	PSC Coastal Management Program Update	20 mins	Clinton Bridge	<p>Presentation provided (see attached).</p> <p>Summary: Council is working with the Marine Parks team on the licences required to implement actions in the CMP. A new team was employed to manage foreshores and undertake dune restoration works. Sand carting operations have already started. Awaiting the outcome of the grant application for erosion hazard mapping, this project must be completed before longer-term options (e.g., seawalls) can be assessed.</p> <p>Action 3: Council to investigate sink holes around tree roots at Conroy Park</p> <p>Action 4: Council to investigate exposed rocks at Shoal Bay boat ramp and the potential to rehab with sand from Little Beach boat ramp maintenance activities</p>	
3.2	<p>Environmental Policy Review Commencement</p> <p>Link to existing policy</p>	20 mins	Kim Baker	<p>Presentation provided (see attached)</p> <p>Member suggestions:</p> <ul style="list-style-type: none"> • Annual report should include the number of trees over a certain size and/or with hollows being removed each year • Enviro Policy should include: 	

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				<ul style="list-style-type: none"> ○ the protection of biodiversity and riparian corridors ○ reference to climate change policy or could look to combine ○ focus on enhancing local native biodiversity and use of native species in plantings ○ reference to Water quality ○ reference to intergenerational equity <p>Action 5: Survey to be sent out to EAG members on regarding the review of the Environmental Policy. See - https://www.surveymonkey.com/r/69Z6R69 Responses requested by 19 December 2026</p> <p>Action 8: Biodiversity corridors and potential co-location with drainage infrastructure will be discussed at the next EAG in February</p>	
3.3	Update on sea turtles and marine health in Port Stephens	20 mins	John Clarke	<p>Presentation provided (see attached)</p> <p>Summary: Still no conclusive answer on the number of sea turtle deaths this year. DPI suggests that deaths could be linked to water quality issues from large runoff events related to</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				multiple storms this year; however, they are still investigating.	
4.0	OTHER MATTERS				
4.1	General Business - Open share for members	30 mins	Chairperson	Requested community forum to discuss drainage in Anna Bay and broader LGA was discussed - determined this issue was better addressed by Councillors instead of the EAG.	
4.2	Close out		Chairperson	Meeting closed	

Meeting Closed at: 6:05

NEXT MEETINGS:

Date: 11 February 2026

Time: 4pm to 6pm

Venue: Port Stephens Council Admin Building and Zoom