

MEETING MINUTES

Meeting

Name:	Environmental Advisory Group		
Date:	7 May 2026	Time:	4 pm to 6 pm
Venue:	Port Stephens Council Admin Building and online		
Chairperson:	Councillor Armstrong	Minutes:	Matilda Farr (PSC)
Purpose of Meeting:	To provide community representation for consultation, advice and advocacy on environmental matters in Port Stephens		
File:	PSC 2024-04455		

Attendance

Mayor Leah Anderson Port Stephens Council	Councillor Roz Armstrong Port Stephens Council (Chair)	Andrea Barnett Climate Action Port Stephens	Vicki Davis Tomaree Ratepayers and Residents Association Inc. (TRRA)
Iain Watt Marine Parks Association	Sue Olsson EcoNetwork Port Stephens	David Moore Friends of Tomaree National Park	Kimberly Baker Port Stephens Council
Madison Young Port Stephens Council	Brayden Luke Port Stephens Council	Matilda Farr Port Stephens Council	

The following guests attended:

Lillian Shaddock Port Stephens Council	Laura Renahan Port Stephens Council		
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Apologies

Carmel Northwood Koala Koalition	Brock Lamont Port Stephens Council	Elaene Williamson Tilligerry Habitat	Jill Cronin Voices of Wallalong and Woodville (VOWW)
Alarna Bristow Independent representative	Ewa Meyer Renew - Hunter Region Branch	Mark Clifton Mambo Wanda Wetlands Ramsar Working Group	John Clarke Independent representative

Item	Topic	Time Required	Responsible Officer	Discussion Summary	Action/timing
1.0	WELCOME AND APOLOGIES				
1.1	Acknowledgement of country and welcome <i>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</i>	2 mins	Chairperson	Noted	Complete
1.2	Apologies	2 mins	Chairperson	As per above	Complete
1.3	Warm up – your life highlight since the last meeting	10 mins	Chairperson	Roundtable completed	Action 2.1 – Provide EAG members with an updated list of council staff and their roles.

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1.4	Reflection on EAG achievements	10 mins	Chairperson	Achievements noted.	
2.0	GUEST SPEAKER				
2.1	Raymond Terrace Place Plan	40 mins	Lillian Shaddock (PSC)	<p>Raymond Terrace Place Plan presentation provided to members (see Attachment 1).</p> <p>Summary: Members discussed environmental matters relevant to the Place Plan, including:</p> <ol style="list-style-type: none"> 1. Possible improvements to local parks, with more shaded areas and native species that are adapted to local conditions (drought and rain). 2. More community and visitor information on the nationally significant Flying Fox roost at Ross Wallbridge Reserve. 3. More street tree planting to increase the walkability of Raymond terrace in town centre and beyond. <p>EAG Members can email further feedback to Council if required.</p>	
3.0	PREVIOUS MINUTES				
3.1	Minutes of 11 February 2026 meeting	2 mins	Chairperson	Minutes accepted.	Complete
3.2	Outstanding Actions	10 mins	Chairperson	<p>An update on all outstanding Actions was provided:</p> <p>Action 1.1 – Ongoing – awaiting grant outcome</p> <p>Action 1.2 – Ongoing – awaiting update</p> <p>Action 1.3 – Complete</p> <p>Action 1.4 – Scheduled</p> <p>Action 1.5 – Scheduled</p>	<p>All outstanding actions from previous meeting:</p> <p>Action 1.1</p> <p>Action 1.2</p> <p>Action 1.4</p> <p>Action 1.5</p>

Item	Topic	Time Required	Responsible Officer	Discussion Summary	Action/timing
				Action 1.6 – Complete Action 1.7 – Complete Action 1.8 – Ongoing – awaiting release of report Action 1.9 – Completed (see Attachment 2) Action 1.10 – Ongoing – awaiting groups first meeting	Action 1.8 Action 1.10
3.3	EAG Membership	5 mins	Chairperson	Member resignation received	Action 2.2 – Council to undertake EOI process for new member.
4.0	Information Sharing				
4.1	Cultural Burn Update	1 min	Kim Baker (PSC)	Update provided . (View and share the Cultural Burn Video here)	
4.2	Environment Policy & Climate Change Policy Review Update	5 mins	Kim Baker (PSC)	Presentation Provided (see Attachment 1).	Action 2.3 – EAG to be notified when policies are placed on public exhibition.
4.3	Natural Areas Management Plan	15 mins	Brayden Luke (PSC)	Presentation complete (see Attachment 1). (View Raymond Terrace Flying Fox Plan of Management here)	
5.0	ADVOCACY & EDUCATION				
5.1	Sister Cities: Wings Over Wetlands	15 mins	Cnr Roz Armstrong	Update provided. Summary: An art competition to design banners to be displayed during bird migration is in progress. An event is also being planned to bring together Councils and groups that are involved in local wetlands – will be good	

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				opportunity for education around the importance of wetlands.	
5.2	Eucalyptus ID workshop & Eucalyptus ID booklet	5 mins	Kim Baker (PSC)	Update provided. Summary: All spots currently filled – if you have missed out please join the Waitlist and we will notify you if any spots become available for the workshop on Friday 15 May or when another workshop is organised.	Action 2.4 – Council to provide copies of Eucalyptus ID booklets to local Landcare groups and EAG members.
6.0	GENERAL BUSINESS				
6.1	General Business - Open share for members:	(40 mins)	Members		
	<ul style="list-style-type: none"> Marine Parks Advisory Committee 	10 mins	John Clarke/Iain Watt	Discussed during 3.2 Outstanding Actions Summary: Members discussed potential collaboration opportunities such as stormwater, tourism and estuary management. Ian will provide an update after first meeting.	Action 2.5 – Sue to investigate the National Parks Regional Advisory Committee as another source of information for the EAG.
	<ul style="list-style-type: none"> Environmental & Nature Strategy and Community Engagement 	10 mins	Sue Olsson	Discussion complete. Summary: Council is committed to planning the Environmental Strategy from July 2026 onward, after which it will be workshopped with the EAG.	
	<ul style="list-style-type: none"> Cost of Climate Impacts on our LGA 	10 mins		Discussion complete (See Attachment 3). Summary: Discussed the long-term cost of not investing in climate mitigation. This has also been addressed in the updated Climate Resilience Policy . Members to	

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				consider providing a submission when the policy is on Public Exhibition if required.	
	<ul style="list-style-type: none"> Environmental Primacy 	10 mins	Iain Watt	<p>Discussion complete (See Attachment 4).</p> <p>Summary: Discussed benefits of using an Environmental Primacy framework when considering new projects or development. Members to consider providing a submission when the updated Environmental Policy is on Public Exhibition if required.</p>	
7.0	CLOSE				
	Meeting closeout	2 mins	Chairperson		

Meeting Closed at: 6:06

NEXT MEETINGS:

Date: Thursday 6 August 2026

Time: 4pm to 6pm

Venue: Port Stephens Council Admin Building and Online