

# MEETING AGENDA

## Meeting

<b>Name:</b>	Environmental Advisory Group		
<b>Date:</b>	21 February 2024	<b>Time:</b>	5 pm to 7 pm
<b>Chairperson:</b>	Councillor Anderson	<b>Venue:</b>	Port Stephens Council Admin Building and Zoom
<b>Minutes:</b>			
<b>Purpose of Meeting:</b>	To provide community representation for consultation, advice and advocacy on environmental matters in Port Stephens		
<b>File:</b>	PSC2023-01499		

## Attendance

Councillor Anderson Port Stephens Council	Alarna Bristow Independent representative	Alisha Onslow Climate Action Port Stephens	Carmel Northwood Koala Coalition
Nigel Waters Tomaree Ratepayers and Residents Association Inc. (TRRA)	Sue Olsson EcoNetwork Port Stephens	Helen Kelly Friends of Tomaree National Park	John Clarke Independent representative
Nigel Dique Mambo Wanda Wetlands Ramsar Working Group	Jill Cronin Voices of Wallalong and Woodville (VOWW)	Ewa Meyer Renew - Hunter Region Branch	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:

Apologies

Josephine O'Brien Friends of Tomaree National Park	Iain Watt Marine parks Association	Elaene Williamson Tilligerry Habitat	Bethany Lyons Port Stephens Council
Councillor Francis Port Stephens Council	Michelle Hession Independent representative	Brock Lamont Port Stephens Council	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
<b>1.0</b>	<b>WELCOME AND APOLOGIES</b>				
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	<b>RECORD</b> – Acknowledgement of Country undertaken.	
1.2	Chair Welcome	2 mins	Chairperson	<b>RECORD</b> – Councillor Anderson welcomed the group.	
<b>2.0</b>	<b>PREVIOUS MINUTES</b>				
2.1	Minutes of 8 November 2023	2 mins	Chairperson	<b>RECORD</b> – The minutes of the 8 <sup>th</sup> of November were discussed. Chair asked for any matters arising from previous minutes.	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>QUESTION 1 – Previous minutes stated under Item 3.1 the group workshoped key priorities. Steps outlines in the workshop were</p> <ul style="list-style-type: none"> <li>• Review actions</li> <li>• Prioritise actions</li> <li>• Develop action plan.</li> </ul> <p>Were all steps undertaken?</p> <p>RESPONSE 1 – Confirmed that workshoping and prioritisation of actions did not occur.</p> <p><b>ACTION</b> – Amend November minutes to reflect that the group did not workshop or prioritise actions.</p>	
<p><b>3.0 BUSINESS ITEMS</b></p>					
3.1	<ul style="list-style-type: none"> <li>• Presentation – Waste Education</li> </ul>	20 mins	Rebecca Jaensch	<p><b>RECORD</b> – The group received a presentation on the role of the Waste Education Officer, how this work relates to the education goals of the EAG and the benefits of ‘Good for the Hood’ program. EcoNetwork’s work promoting the ‘Good for the Hood’ program was recognised by Council and the success of the program and high engagement by the community was discussed. The group also discussed the circular economy, including the Curby soft plastics program and some programs currently available through the Hunter Hospitality Circularity Network and Council’s green bins.</p> <p>QUESTION 2 – Is the ‘Good for the Hood’ event calendar open to the public and do events</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>advertised there have to be either Council or waste related?</p> <p>RESPONSE 2 – The community can access the Calendar and has control over what they would like to post and when. Events do not need to be Council or waste related as the purpose of the calendar is to create a community discussion.</p> <p><b>ACTION</b> – Check ‘Good for the Hood’ link on PSC website and distribute to all group members along with a link to the community Calendar.</p> <p>QUESTION 3 – Is PSC offering the Curby soft plastics program?</p> <p>RESPONSE 3 – Investigations into the suitability of this program is currently underway.</p> <p>QUESTION 4 – Did Council put in a submission to the EPA regarding Plastics?</p> <p>RESPONSE 4 – Council was involved with a submission prepared by the Hunter Joint Organisation, will check if a standalone submission was prepared.</p> <p><b>ACTION</b> – Confirm if Council prepared a standalone submission to the EPA.</p> <p>QUESTION 5 – What is the compositing process</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>used for the waste collected through Council's Green bins and how are weeds managed.</p> <p>RESPONSE 5 – The waste is sorted for use in different products eg. woodchips or compost and all compost is heat treated to make it safe to use. This process is completed and controlled by Viola, the company contracted to collect the waste. There have been no reports of problem weeds however if that happens Council will run an education program with the community regarding what can go into the bins – this is not currently required as the community is using the bins correctly.</p> <p>The PowerPoint presentation is included as <b>Attachment 2</b> to the minutes.</p>	
3.2	<ul style="list-style-type: none"> <li>• Review draft action list for endorsement</li> <li>• Nominations for actions</li> </ul>	30 mins	Kate Drinan	<p><b>RECORD</b> – Group discussed draft actions, how these interacted with the priorities of individual members and how the actions could be better organised to reflect these priorities. The benefits of working on actions between meetings was discussed. The purpose and terms of reference of the group and how it can best interact with Council's processes and work-plans was also discussed.</p> <p>QUESTION 6 – What is advocacy and what opportunities exist for the group to advocate.</p> <p>RESPONSE 6 – There are three main avenues for advocacy – through the General Manager of</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>Council, to Councillors or to bodies outside of Council were appropriate (e.g. State or Federal members).</p> <p><b>DISCUSSION</b> – the group discussed that info sharing does not only need to be in the form of presentations from Council but can also be an opportunity for other members to share information. The benefits of sharing information between meetings was discussed.</p> <p><b>ACTION</b> – The group endorsed the inclusion of standing items on advocacy and information sharing to be included in future meeting agendas.</p> <p><b>ACTION</b> - Following much discussion the following subgroups were established to work on relevant priorities between meetings.</p> <ul style="list-style-type: none"> <li>• Biodiversity and Greening Subgroup</li> <li>• Marine and Water Management Subgroup</li> <li>• Sustainable Living Subgroup</li> </ul> <p>It was established that each subgroup would contain one Council officer to facilitate the meetings, that subgroups will meet in a month (March) on zoom and that those meetings will be organised by the relevant Council Officer. Subgroups will work on relevant priorities to deliver one or more items related to community education, information sharing, advocacy or other and report</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>progress back to the EAG. Nominations for the subgroups were taken.</p> <p><b>ACTION</b> – Group members to review nominations to subgroups and list of priorities (August 2023 Group Nominations) to work on at subgroup meetings (<b>Attachment 3</b>).</p> <p><b>ACTION</b> – Group members to send a brief (1-paragraph) summary on why they are here and what they are trying to achieve to Kate Drinan to be distributed to the rest of the group prior to the next meeting.</p> <p><b>ACTION</b> – John and Sue to provide up to a 10 minute presentation at next EAG meeting on a topic related to what motivates them.</p>	
3.3	Presentation – Tree Management and Flora & Fauna DCP and Technical Specifications	30 mins	Kate Drinan	<p><b>RECORD</b> – A brief presentation on the changes to the Tree Management and Flora &amp; Fauna DCP and the Technical Specifications was provided to the group.</p> <p><b>ACTION</b> – Link to Council Webpage containing the Tech Spec to be provided to the group. (<a href="https://www.portstephens.nsw.gov.au/development/strategies-and-planning-guides/development-control-plan">https://www.portstephens.nsw.gov.au/development/strategies-and-planning-guides/development-control-plan</a>)</p>	
3.4	Environmental Project updates	10 mins	Kate Drinan	<p><b>RECORD</b> – A brief update on current environmental projects was provided to the group.</p>	
<p><b>4.0 ACTION PLAN - STANDING ITEMS</b></p>					

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
4.1	Advocacy – Round table on any advocacy matters for consideration at next meeting	10 mins	Chairperson	<b>RECORD</b> - Item postponed due to time constraints – will be discussed by subgroups in preparation for next meeting.	
4.2	Information sharing – Nominate topic for round table / presentation for next meeting	10 mins	Chairperson	<b>RECORD</b> - Item postponed due to time constraints – will be discussed by subgroups in preparation for next meeting.	
<b>5.0</b>	<b>OTHER MATTERS</b>				
5.1	EAG Term.		Chairperson	<p><b>RECORD</b> – Group discussed that initial term of group was until September 2024.the Councillor Anderson suggested to add an agenda item for next meeting to discuss the longevity of the group and how that relates to the terms of reference at the next meeting.</p> <p><b>ACTION</b> – Add an agenda item to next meeting to discuss group terms of reference, longevity of the group and rolling over the members of the group.</p>	

**Meeting Closed at:** 7:12pm

**NEXT MEETINGS:**

**Date:** TBC

**Time:** 5pm to 7pm

**Venue:** Port Stephens Council Admin Building and Zoom