

MEETING AGENDA



Meeting

Team Name: Birubi Point Cultural Heritage Advisory Panel

Date: Friday 19 April 2024 **Time:** 10am – 1:00pm

Venue: Birubi Point Surf Lifesaving Club

Chairperson: Janelle Gardner

Minutes: Laura Mulvihill

Purpose of Meeting: Birubi Point Aboriginal Place Cultural Heritage Advisory Panel Quarterly Meeting

File: PSC2014-00747

Attendance

Cr Jason Wells Port Stephens Council	Janelle Gardener Port Stephens Council	Andrew Smith Worimi Local Aboriginal Land Council (CEO)	Phil Miles Port Stephens Council
Sarah Smith Community Business Representative	Aunty Val Merrick Worimi Local Aboriginal Land Council (Board Member)	Uncle Neville Lilley Worimi Local Aboriginal Land Council (Board Member)	Nadine Russell Worimi Local Aboriginal Land Council (Board Member)
David Kirk Worimi Conservation Lands Board Representative	Dave Feeney Worimi Conservation Lands Board Representative	Jamie Tarrant Worimi Conservation Lands Aboriginal Owner Representative	Regan Lilley Worimi Conservation Lands Aboriginal Owner Representative
Brooke Jackson National Parks and Wildlife Service	Rob Duff Anna Bay Community Representative	Susanne Callaghan National Parks and Wildlife Service	

The following guests are invited to attend:

Kate Connor Port Stephens Council	Clinton Bridge Port Stephens Council	Adam Stewart Port Stephens Council	Matt Schmarr Port Stephens Council
Paul Burton Port Stephens Council	Mick Denahy Birubi Point Surf Life Saving Club	Stuart Dayman NSW Crown Lands	

Apologies

Greg Kable Port Stephens Council	Rohan Fisher Birubi Point Surf Life Saving Club	Rob Micheli NSW Crown Lands	
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Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.0	WELCOME				
1.1	Introduction and overview of meeting	5 mins	Janelle Gardner		
1.2	Welcome to Country	5 mins	Uncle Neville		
2.0	General Business				
2.1	Review of previous meeting actions	10 mins	Janelle Gardner		
2.2	Birubi Point Aboriginal Place Tourism Transport Interchange Project Update	30 mins	Phil Miles / Greg Kable		
2.3	Frontal Dunes Project Update	20 mins	Clinton Bridge		
2.4	Peak Season Review	30 mins	Janelle Gardner		
2.5	Improvements of Visitor Experiences	15 mins	Sarah Smith		
2.6	Events and Activation update	15 mins	Kate Connor		

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.7	Smart Parking	15 mins	Adam Stewart / Matt Schmarr		
2.8	Birubi Point Aboriginal Place Management Plan	10 mins	Paul Burton		
2.9	General Business	10 mins	Janelle Gardner		

MEETING CLOSED AT:

NEXT MEETINGS

Date: Friday 19 July 2024

Time: 10am to 12:30pm

Venue: TBC

MEETING CODE OF COOPERATION

We start on time and finish on time.

Respect for diversity of group and views.

No inappropriate language.

Chair has to maintain control.

Decisions will be ratified at the next meeting.

We will not threaten or intimidate each other.

Agenda is put out before meeting and followed.

Everyone has a voice.

Agreement by majority consensus.

Lateral thinking is encouraged.

No hidden agendas.

Do not speak over others.

Minutes distributed in 7 days by email.

Secret ballots can be called.

Share knowledge.

Publicly support the decisions of the Panel.

Actions will be completed on time.

Maintain our focus on the agenda item.

We will leave our personal conflicts at the door.

Stay within the boundary of our Purpose Statement.

Commit to attendance as a delegate.

Deputies will be briefed.

Meetings will be scheduled.

Minutes will have an "Action" sheet.

Meeting will not proceed with less than 4 Worimi community representatives.

Respect the decision of the Chair.

Panel members will be trained in cultural awareness.

Practice good listening – PLUS we will have fun