

MEETING MINUTES

Meeting

Team Name: Birubi Point Cultural Heritage Advisory Panel

Date: Friday 16 August 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

Sarah Smith Community Business Representative	Janelle Gardener Port Stephens Council	Andrew Smith Worimi Local Aboriginal Land Council (CEO)	Phil Miles Port Stephens Council
Mick Denahy (Alternate) Vice President Birubi Point Surf Life Saving Club	Dave Brown (Alternate) NPWS	Uncle Neville Lilley Worimi Local Aboriginal Land Council (Board Member)	Nadine Wood Worimi Local Aboriginal Land Council (Board Member)
Rob Duff Anna Bay Community Representative	Rob Micheli NSW Crown Lands		

Apologies

Cr Jason Wells Port Stephens Council	Rohan Fisher Birubi Point Surf Life Saving Club	Brooke Jackson National Parks and Wildlife Service	Greg Kable Port Stephens Council
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David Kirk Worimi Conservation Lands Board Representative	Aunty Val Merrick Worimi Local Aboriginal Land Council (Board Member)	Dave Feeney Worimi Conservation Lands Board Representative	Jamie Tarrant Worimi Conservation Lands Aboriginal Owner Representative
Regan Lilley Worimi Conservation Lands Aboriginal Owner Representative			

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	<p>Apologies received prior to meeting from Cr Jason Wells, Rohan Fisher, Brooke Jackson and Greg Kable. A minimum of 4 Aboriginal Community Representatives are required to endorse decisions. No decisions can be made during the meeting.</p> <p>ACTION: Correspondence to be sent to Aboriginal community representatives regarding items on the agenda that require decisions.</p> <p>Janelle requested endorsement of previous meeting minutes.</p> <p>ACTION: Update previous minutes Item 2.5 Improvements of Visitor Experiences 1. More seating and shade solution</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.2	Welcome to Country	5 mins	Uncle Neville		
2.0	General Business				
2.1	Review of previous meeting actions	30mins	Janelle Gardner	Janelle provided an update on the outstanding minutes and action items.	
2.2	Birubi Point Aboriginal Place Management Plan	10 mins	Janelle Gardner	<p>Birubi Point Aboriginal Place Management Plan is due for review in 2025. Council would like to commence the process to source quotes for the review of the document.</p> <p>Next steps would be for Council to request quotes and discuss this further at next meeting with the review of the Management Plan commencing in November with a proposed completion date of November 2025.</p> <p>Discussions were held around the Aboriginal Place boundary and accuracy of mapping. Council requested approval for the commencement of a cadastral survey of the site to confirm boundaries prior to commencement of the review of the Management Plan.</p>	15 September 2024

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>This was agreed to in principle however, in line with the terms of reference, minimum of four aboriginal community members are required to endorse decisions.</p> <p>ACTION: Council will write to the those not in attendance to ensure agreement on the commencement of the cadastral survey and the request for quotation for the review of the management plan</p>	
2.3	Water Inundation in the bottom carpark	10 mins	Sarah Smith	<p>Sarah outlined the issues that occurred due to the water inundation in the bottom carpark that was experienced in July 2024.</p> <p>Committee agreed that signage and traffic direction needed for busy weekends (i.e. June long weekend) when water is present in the carpark</p> <p>ACTION: Council to ensure that if the issues with water in the bottom car park occur again, VMS boards instructing people not to use the bottom car park are put in place.</p>	Ongoing

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.4	Smart Parking update	10 mins	Janelle Gardner	<p>Janelle updated the panel on the status of the Smart Parking installation in Birubi.</p> <p>Council finalising the referral process for the installation of Smart Parking and expect the program to be in place by the end of October.</p> <p>ACTION: The campaign to general public will commence when an installation date has been confirmed.</p>	
2.5	Stakeholder update	15 mins	Panel	<p>Each member of the Panel provided an update.</p> <p>Mick Denahy gave an update a new website which is being developed. The Surf Club has obtained a new jet ski, slight increase in volunteer this season, working through caretaker.</p> <p>Rob Duff would like to see the seat that is covered by the sand and plant that has been buried for 13 years cleared and reinstated.</p> <p>ACTION: Council to determine impacts of the removal of sand and Bitou Bush covering the seat and what approvals would be required to do this.</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>Dave Brown provided an update of Tomaree Coastal Walk. Visitation to the walk has increased by 20%.</p> <p>Rob Micheli updated the panel on staffing and vacancy management within Crown Lands. Rob reminded the committee of the availability of the CRIF for smaller projects on the aboriginal place.</p> <p>Phil Miles provided update on the Tourism Transport Interchange.</p> <p>Andrew Smith asked that the rubbish be removed as part of the Frontal Dune Stabilisation and asked if the rubbish clean up could happen within the current AHIP.</p> <p>ACTION: Council to investigate the removal of rubbish from the frontal dune.</p> <p>ACTION: Council to investigate opportunities for next steps in the management of this dune and what funding would be required.</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>ACTION: Council to contact Lue Stanton to discuss experience and advice on dune management to assist with next steps for Frontal Dune Project.</p> <p>Andrew mentioned the current signage on Gan Gan Rd. It is incorrect.</p> <p>ACTION: Council to update the sign to reflect the project more accurately.</p>	
2.6	General Business	10 mins	Janelle Gardner	<p>ACTION: Code of cooperation to be added to the purpose statement to agendas/minutes.</p> <p>ACTION: Council to write to Worimi Conversation lands requesting that a representative be present at these meeting to ensure that the required number of Aboriginal community representatives present are at each meeting.</p> <p>ACTION: Change Nadine's last Name to Wood on meeting correspondence.</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				ACTION: Change meeting time to 10:30am to allow all panel members to attend.	
2.7	Signage – review signage with walk through	40 mins	Janelle Gardner	Committee undertook a walk through to review all signage on site at the Headland. ACTION: Council to develop an audit of all signs and develop a signage plan for the site.	
2.8	Fitzroy Street Midden		TBC	ACTION: Council to contact Traditional Owners to review and advise of signage and possible fencing works for Fitzroy Street Midden	

MEETING CLOSED AT: 11:15am

NEXT MEETINGS

Date: Friday 1 November

Time: 10:30 – 1:30pm

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.
If less than 4 Worimi community representatives are present any decisions emanating from the meeting will be held over until the next meeting when there are 4 Aboriginal community representatives present.	Respect the decision of the Chair.
Panel members will be trained in cultural awareness.	Practice good listening – PLUS we will have fun

Birubi Point Cultural Heritage Advisory Panel Actions

Item	Topic	Action/Decision	Responsible Officer	Date to be Completed	Status
16 August 2024					
1.1	Introduction and overview of meeting	Correspondence to be sent to Aboriginal community representatives regarding items on the agenda that require decisions.	Port Stephens Council	September 2024	
		Update previous minutes Item 2.5 Improvements of Visitor Experiences •More seating and shade solution	Port Stephens Council	September 2024	
2.2	Birubi Point Aboriginal Place Management Plan	Council will write to the those not in attendance to ensure agreement on the commencement of the cadastral survey and the request for quotation for the review of the management plan	Port Stephens Council	15 September 2024	

2.3	Water Inundation in the bottom carpark	Council to ensure that if the issues with water in the bottom car park occur again, VMS boards instructing people not to use the bottom car park are put in place.	Port Stephens Council	Ongoing	
2.4	Smart Parking Update	The campaign to the general public will commence when an installation date has been confirmed.	Port Stephens Council	TBC	
2.5	Stakeholder Update	Council to determine impacts of the removal of sand and Bitou Bush covering the seat and what approvals would be required to do this.	Port Stephens Council		
		Council to investigate the removal of rubbish from the frontal dune.	Port Stephens Council		
		Council to investigate opportunities for next steps in the management of this dune and what funding would be required.	Port Stephens Council		
		Council to investigate opportunities for next steps in the management of this dune and what funding would be required.	Port Stephens Council		
		Council to contact Lue Stanton to discuss experience and advice on dune management to assist with next steps for Frontal Dune Project.	Port Stephens Council		
		Council to update the sign to reflect the project more accurately.	Port Stephens Council	September 2024	
2.6	General Business	Code of cooperation to be added to the purpose statement to agendas/minutes.	Port Stephens Council	September 2024	

		Council to write to Worimi Conversation lands requesting that a representative be present at these meeting to ensure that the required number of Aboriginal community representatives present are at each meeting.	Port Stephens Council	September 2024	
		Change Nadine's last Name to Wood on meeting correspondence.	Port Stephens Council	September 2024	Completed
		Change meeting time to 10:30am to allow all panel members to attend.	Port Stephens Council	September 2024	Completed
2.7	Signage – review signage with walk through	Council to develop an audit of all signs and develop a signage plan for the site.	Port Stephens Council	September 2024	
2.8	Fitzroy Street Midden	Council to contact Traditional Owners to review and advise of signage and possible fencing works for Fitzroy Street Midden	Port Stephens Council		