

MEETING AGENDA

Meeting

Team Name:	Birubi Point Cultural Heritage Advisory Panel		
Date:	Friday 16 August 2024	Time:	10am – 1:00pm
Chairperson:	Janelle Gardner	Venue:	Birubi Point Surf Lifesaving Club
Purpose of Meeting:	Birubi Point Aboriginal Place Cultural Heritage Advisory Panel Quarterly Meeting		
File:	PSC2014-00747		

Attendance

David Kirk Worimi Conservation Lands Board Representative	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)
Mick Denahy (Alternate) Vice President Birubi Point Surf Life Saving Club	Dave Feeney Worimi Conservation Lands Board Representative	Jamie Tarrant Worimi Conservation Lands Aboriginal Owner Representative	Regan Lilley Worimi Conservation Lands Aboriginal Owner Representative
Rob Micheli NSW Crown Lands	Rob Duff Anna Bay Community Representative		

The following guests are invited to attend:

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

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 / David Kirk		
2.0	General Business				
2.1	Review of previous meeting actions	10 mins	Janelle Gardner		
2.2	Birubi Point Aboriginal Place Management Plan	10 mins	Janelle Gardner		
2.3	Water Inundation in the bottom carpark	10 mins	Sarah Smith		
2.4	Smart Parking update	10 mins	Janelle Gardner		
2.5	Stakeholder update	15 mins	Panel		
2.6	General Business	10 mins	Janelle Gardner		
2.7	Signage – review signage with walk through	40 mins	Janelle Gardner		
2.8	Robinson Reserve – midden works. Site visit with traditional owners (optional)		TBC		

MEETING CLOSED AT:

NEXT MEETINGS

Date: TBC

Time: TBC

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