

MEETING MINUTES



Meeting

Team Name:	Birubi Point Cultural Heritage Advisory Panel		
Date:	Friday 19 April 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		
Minutes:	Laura Mulvihill		

Attendance

Cr Jason Wells Port Stephens Council	Janelle Gardener Port Stephens Council	Nadine Russell Worimi Local Aboriginal Land Council (Board Member)	Phil Miles Port Stephens Council
Sarah Smith Community Business Representative	Rob Duff Anna Bay Community Representative	Dave Feeney Worimi Conservation Lands Board Representative	Brooke Jackson National Parks and Wildlife Service
David Kirk Worimi Conservation Lands Board Representative	Stuart Dayman (Alternate) NSW Crown Lands	Mick Denahy (Alternate) Birubi Point Surf Life Saving Club	Paul Burton Port Stephens Council
Kate Connor Port Stephens Council	Clinton Bridge Port Stephens Council	Adam Stewart Port Stephens Council	Matt Schmarr Port Stephens Council

Apologies

Greg Kable Port Stephens Council	Rohan Fisher Birubi Point Surf Life Saving Club	Rob Micheli NSW Crown Lands	Aunty Val Merrick Worimi Local Aboriginal Land Council (Board Member)
Jamie Tarrant Worimi Conservation Lands Aboriginal Owner Representative	Regan Lilley Worimi Conservation Lands Aboriginal Owner Representative	Uncle Neville Lilley Worimi Local Aboriginal Land Council (Board Member)	Andrew Smith Worimi Local Aboriginal Land Council (CEO)

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	David Kirk		
2.0	General Business				
2.1	Review of previous meeting actions	10 mins	Janelle Gardner	Janelle provided an update on the action items including the current status.	
2.2	Birubi Point Aboriginal Place Tourism Transport Interchange Project Update	30 mins	Phil Miles	Phil outlined the current status of the project, updated timeline and further research into the Sand Management plan. Details of DA modification were provided including the requirement of studies into migratory birds and orchids.	

2.3	Frontal Dunes Project Update	20 mins	Clinton Bridge	<p>Clinton provided an update of Frontal Dunes Project</p> <p>Nadine mentioned the importance of rebuilding the frontal dune and ensuring the conservation of the landscape as a whole not just doing this project to protect the carpark, tourism and businesses. Suggested Council contact WCL to learn more about the Coastal Resilience Project and learnings / experience which may be able to be applied at the headland.</p> <p>ACTION: Council to investigate further opportunities for funding. Alignment with projects.</p> <p>ACTION: Council to organise maintenance of the existing dune and access fencing. Customer Request Management (CRM) to be entered to repair and reinstate as required.</p> <p>ACTION: Council to provide summary of meetings notes between PSC and WCL to Nadine (re Frontal Dunes Project)</p>	
2.4	Peak Season Review	30 mins	Janelle Gardner	<p>Janelle provided a summary of 2023/2024 peak season issues.</p>	

				<p>General discussion around key areas of concern include beach safety, toilets, parking, waste management, signage and surf lifesaving.</p> <p>ACTION: Council to investigate opportunities to improve the visitor experience during peak season</p> <p>ACTION: Council to work with National Parks to understand learnings from the recent work with behavioural expert related to Fingal Spit</p> <p>ACTION: Council to work with Surf Club, SLS NSW and other stakeholders to ensure adequate, multilingual and relevant safety signage for Birubi Beach.</p>	
2.5	Improvements of Visitor Experiences	15 mins	Sarah Smith	<p>Sarah outlined a range of issues relating to the increasing number of visitors on the headland and the impacts on the visitor experience. These include:</p> <ol style="list-style-type: none"> 1. More seating and shade solution. 2. Maintaining the approach to the upper carpark. 3. Update current signage. 4. Updated Cultural Information to share the significance of the area with visitors. 	

				<ol style="list-style-type: none"> 5. Increased funding to help take the load off caretaker. 6. Maintain the gap between sand and Concrete to ensure it is useable space 7. Fence bin area 8. Provide a replacement TV at the top of the stairs 9. Seek opportunities for all parties to support maintenance and improvements of the site– NPWS, Crown Lands etc. 10. Solution to the number of Portaloos and Toilets that are required. <p>ACTION: Crest and Surf Club to work together to draft a Maintenance Action Plan outlining what they can achieve.</p> <p>ACTION: Council to investigate status of proposed works on grass along the front on Crest and the Surf Club.</p> <p>ACTION: Council to undertake Signage audit, remove old signage, and update with new signage in partnership with SLSNSW and Advisory Panel.</p>	
2.6	Events and Activation update	15 mins	Kate Connor	Kate delivered an update on the past and future events and activations at Birubi.	

				<p>Positive feedback provided on the Night at the Beach Event. Kate outlined the status of funding for this event and desire for this to led by the aboriginal community.</p> <p>ACTION: Council to continue discussions with WLALC on the delivery of the Night at the Beach Event</p> <p>Kate provided an overview on current programs aimed at improving the delivery of events on the Aboriginal Place. This has improved, however, still more work needs to be done. As part of the review of the Management Plan, Council will work with traditional owners to ensure relevant processes in place for event management.</p> <p>ACTION: Council to ensure a review of event license conditions are reviewed as part of the upcoming Management Plan review.</p>	
2.7	Smart Parking	15 mins	Adam Stewart / Matt Schmarr	<p>Adam and Matt delivered an overview on Smart parking, engagement results to date, current operational plan and timeline for the Birubi Smart Parking implementation.</p> <p>ACTION: Provide an update and seek feedback on proposed shuttle service</p>	

				ACTION: Provide a separate briefing on the installation and management of proposed Smart Parking infrastructure with interested parties.	
2.8	Birubi Point Aboriginal Place Management Plan	10 mins	Paul Burton	Deferred to next meeting	
2.9	General Business	10 mins	Janelle Gardner		

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

Birubi Point Cultural Heritage Advisory Panel Actions

Item	Topic	Action/Decision	Responsible Officer	Date to be Completed	Status
19 April 2024					
2.3	Frontal Dunes Project Update	Council to investigate further opportunities for funding. Alignment with projects.	Port Stephens Council		
		Council to organise maintenance of the existing dune and access fencing.	Port Stephens Council		
		Council to provide summary of meetings notes between PSC and WCL to Nadine (re Frontal Dunes Project)	Port Stephens Council		
2.4	Peak Season Review	Council to investigate opportunities to improve the visitor experience during peak season	Port Stephens Council		
		Council to work with National Parks to understand learnings from the recent work with behavioural expert related to Fingal Spit	Port Stephens Council		

		Council to work with Surf Club, SLS NSW and other stakeholders to ensure adequate, multilingual and relevant safety signage for Birubi Beach.	Port Stephens Council		
2.5	Improvements of Visitor Experiences	Crest and Surf Club to work together to draft a Maintenance Action Plan	Crest Birubi Beach and Birubi Surf Club		
		Council to investigate status of proposed works on grass along the front on Crest and the Surf Club.	Port Stephens Council		
		Council to undertake Signage audit, remove old signage, and update with new signage in partnership with SLSNSW and Advisory Panel.	Port Stephens Council		
2.6	Events and Activation update	Council to continue discussions with WLALC on the delivery of the Night at the Beach Event	Port Stephens Council		
		Council to ensure a review of event license conditions are reviewed as part of the upcoming Management Plan review.	Port Stephens Council		
2.7	Smart Parking	Provide an update and seek feedback on proposed shuttle service	Port Stephens Council		
		Provide a separate briefing on the installation and management of the proposed Smart Parking infrastructure with interested parties	Port Stephens Council		