

MEETING AGENDA

Meeting

Team Name: Birubi Point Cultural Heritage Advisory Panel

Date: Friday 1 November 2024 **Time:** 10:30am – 1pm

Venue: Birubi Point Surf Lifesaving Club

Chairperson: Janelle Gardner

Minutes: Laura Mulvihill

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

File: PSC2014-00747

Attendance

Sarah Smith Community Business Representative	Janelle Gardener Port Stephens Council	Andrew Smith Worimi Local Aboriginal Land Council (CEO)	John Maretich Port Stephens Council
Nadine Wood Worimi Local Aboriginal Land Council (Board Member)	Aunty Val Merrick Worimi Local Aboriginal Land Council (Board Member)	Uncle Neville Lilley Worimi Local Aboriginal Land Council (Board Member)	Mick Denahy (Alternate) Birubi Point Surf Life Saving Club
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		

The following guests are invited to attend:

Apologies

Rohan Fisher Birubi Point Surf Life Saving Club	Greg Kable Port Stephens Council	Cr Jason Wells Port Stephens Council	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	Previous minutes	10 mins	Janelle Gardner		
2.2	New Council Panel Representatives	15 mins	Janelle Gardner		
2.3	Terms of Reference Review	15 mins	Janelle Gardner		
2.4	Birubi Point notification of upcoming works	10 mins	Janelle Gardner		
2.5	Peak Season Update	10 mins	Janelle Gardner		
2.6	Maintenance Action Plan	10 mins	Janelle Gardner		
2.7	Shuttle Service	10 mins	Janelle Gardner		
2.8	Stakeholder Update	15 mins	Panel		
2.9	General Business	10 mins	Janelle Gardner		

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
	<ul style="list-style-type: none"> • Signage Audit and Maintenance Plan Update • Smart Parking Revenue – How will it be used? 				

MEETING CLOSED AT:

NEXT MEETING

Date: TBC in 2025

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