

MEETING MINUTES

Meeting

Team Name:	Birubi Point Cultural Heritage Advisory Panel		
Date:	Friday 1 November 2024	Time:	10:30am – 1pm
Chairperson:	Janelle Gardner	Venue:	Birubi Point Surf Lifesaving Club
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)	Regan Lilley Worimi Conservation Lands Aboriginal Owner Representative	Uncle Neville Lilley Worimi Local Aboriginal Land Council (Board Member)	Mick Denahy (Alternate) Birubi Point Surf Life Saving Club
Brooke Jackson National Parks and Wildlife Service	Dave Feeney Worimi Conservation Lands Board Representative	Rob Duff Anna Bay Community Representative	

The following guests are invited to attend:

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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
David Kirk Worimi Conservation Lands Board Representative	Aunty Val Merrick Worimi Local Aboriginal Land Council (Board Member)	Jamie Tarrant Worimi Conservation Lands Aboriginal Owner Representative	

Item	Topic	Time Required	Responsible Officer	Action
1.0				
1.1	Introduction and overview of meeting	5 mins	Janelle Gardner	Apologies received prior to the meeting from Cr Jason Wells, Rohan Fisher, Greg Kable and Rob Micheli. Quorum requirements were met.
1.2	Welcome to Country	5 mins	Uncle Neville	
2.0				
2.1	Previous minutes	10 mins	Janelle Gardner	Janelle provided an update on the outstanding minutes and actions items.
2.2	New Council Panel Representatives	15 mins	Janelle Gardner	New Councillor BPCHAP membership for the current Council term were announced to the Panel. Council Panel Representatives are Councillor Jason Wells and Councillor Chris Doohan.
2.3	Terms of Reference Review	15 mins	Janelle Gardner	Deferred to next meeting – Friday 4 April 2025. ACTION: Send ToR to panel members prior to next meeting for review.

Item	Topic	Time Required	Responsible Officer	Action
2.4	Birubi Point notification of upcoming works	10 mins	Janelle Gardner	<p>John provided update on the entrance ramp to lower carpark. Scraping of the sand is also scheduled, John advised that the short term solution is traffic control at the entrance to the carpark.</p> <p>Medium term solution is either gravel and/or a metal plate being put across the drop off at the bottom of the ramp.</p> <p>Long term would be extend the bitumen further out into the carpark.</p> <p>Sarah raised the issue of parking for business employees.</p> <p>SMART PARKING ACTION: Parking information and headland messaging to be sent out to Airbnb's and Accommodation facilities.</p> <p>Panel were advised that Loops are being installed in the road to track traffic coming in and traffic coming out of Anna Bay. Janelle confirmed that Traffic Controllers will still be used during peak seasons times this year. This will be reviewed again in 2025.</p> <p>ACTION: Council to clarify with Rangers when parking along yellow line on road at entrance to top carpark:</p> <p>ACTION: Send panel the Smart Parking Boundary Map</p>

Item	Topic	Time Required	Responsible Officer	Action
				ACTION: Panel to provide feedback on Smart Parking in the New Year.
2.5	Peak Season Update	10 mins	Janelle Gardner	<p>Janelle provided an overview of the current peak season plans.</p> <p>Traffic Controllers will be present throughout the December/January peak season</p> <p>ACTION: Panel members asked to notify Council if there are issues throughout this period via our contact number, +61 2 4988 0255 (follow prompts for after hours line).</p> <p>ACTION: Traffic Management to review wording on the VMS boards to ensure they do not say road works. Correct wording - Changed traffic conditions. Expect delays.</p>
2.6	Maintenance Action Plan	10 mins	Janelle Gardner	Mick provided an update on the new caretaker for the SLSC. The Caretaker model has changed. Bins are now emptied by the cleaners in the morning, Crest at midday and Caretaker at 5pm. Back-up plan during the peak season is to pay one of the SLSC members to do additional bin emptying. SLSC will manage the rubbish during peak seasons.

Item	Topic	Time Required	Responsible Officer	Action
2.7	Shuttle Service	10 mins	Janelle Gardner	<p>Janelle updated the panel on the current discussions of the shuttle service and the potential to hold off the trial this year. Some of the funding from Smart Parking has been allocated to trial the shuttle service.</p> <p>Panel agreed that the service should be trialled as soon as funding available.</p> <p>Potential pick up zones along Gan Gan Rd near school and near scout hall or other option of picking up in Nelson Bay or from accommodation venues.</p> <p>ACTION: Advise NPWS of Shuttle Service details once confirmed, they will include in their visitation information.</p> <p>ACTION: Set up QR code for public to provide feedback on the shuttle service once this has been trialled for the peak season</p> <p>ACTION: Shuttle Service to be trialled as soon as funding available.</p>
2.8	Stakeholder Update	15 mins	Panel	<p>Each member of the Panel provided an update.</p> <p>Sarah Smith complimented the update of the works on the sand removal and grass replacement. Sarah shared her concerns at peak season about the rubbish in the surrounding area, carparks and bins.</p>

Item	Topic	Time Required	Responsible Officer	Action
				<p>Mick Denahy provided an update on the SLSC season which kicked off late September. To date, the club has had 1826 preventative actions, 1 Rescue and 6 first aid. Nippers started 3 weeks ago, 200 nippers registered.</p> <p>Regan expressed his concerns with the use of the lower carpark and adding more car spaces up against Aboriginal Place. From an environmental and cultural perspective, he has concerns that it is not in line with the Coastal Management plan and will impact the local environment. Regan would also like to see an education program for dune regeneration using vegetation.</p> <p>Brooke advised that NPWS are currently preplanning for the holiday period, Christmas break and peak season visitation. Discussed during this planning was the traffic management plan, water safety and Emergency services. SLSC and NSW Ambulance did a site visit to discuss.</p> <p>Andrew would like to remind all panel members and meeting attendees of the importance of using appropriate language during this meeting and respecting the panel members.</p>
2.9	General Business	10 mins	Janelle Gardner	Janelle provided an update on the Signage Audit and Maintenance Plan. Availability to replace signage prior

Item	Topic	Time Required	Responsible Officer	Action
	<ul style="list-style-type: none"> • Signage Audit and Maintenance Plan Update • Smart Parking Revenue – How will it be used? 			<p>to Christmas is tight. New signage will possibly be in the new year.</p> <p>Discussion on Smart Parking outlined in 2.4.</p> <p>ACTION: Ausgrid to be contacted about the power pole on the way out of the carpark. Ausgrid was meant to replace the power pole on 11 September 2024. Replacement date need to be followed up and Crest needs to be advised.</p>

MEETING CLOSED AT: 12:10

NEXT MEETING

Date: Friday 4 April 2025

Time: 10:30am-1:00pm

Venue: Birubi Surf Club

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
1 November 2024					
2.3	Terms of Reference Review	Send ToR to panel members prior to next meeting for review.	Port Stephens Council	February 2025	
2.4	Birubi Point notification of upcoming works	Parking information and headland messaging to be sent out to Airbnb and Accommodation facilities.	Port Stephens Council	N/A	Completed.
		Angle parking on Gan Gan Road to be discussed during the review of the Management Plan	Port Stephens Council	Mid – Late 2025	
		Council to clarify with Rangers when parking along yellow line on road at entrance to top carpark.	Port Stephens Council	December 2024	Completed.
		Send panel the Smart Parking Boundary Map	Port Stephens Council	December 2024	Completed.

		Confirm Compliance with Rangers on the Smart Parking	Port Stephens Council	December 2024	Completed.
		Panel to provide feedback on what is and isn't working after Smart Parking launch	Panel Members	Early 2025	
2.5	Peak Season Update	Panel members asked to notify Council if there are issues throughout Peak Season period.	Panel Members	December 2024 / January 2025	
		Traffic Management to review wording on the VMS boards to ensure they do not say road works. Correct wording - Changed traffic conditions. Expect delays.	Port Stephens Council	December 2024	Completed.
2.7	Shuttle Service	Advise NPWS of Shuttle Service details once confirmed, they will include in their visitation information.	Port Stephens Council	April 2025	
		Set up QR code for public to provide feedback on the shuttle service once this has been trialled for the peak season	Port Stephens Council	April 2025	
		Shuttle Service to be trialled this year.	Port Stephens Council	April 2025	
2.8	Stakeholder Update	Send Aboriginal Place boundary mapping to the panel	Port Stephens Council	December 2024	Completed.

2.9	General Business	Ausgrid to be contacted about the power pole on the way out of the carpark. Ausgrid was meant to replace the power pole on 11 September 2024. Replacement date need to be followed up and Crest needs to be advised.	Port Stephens Council	December 2024	Completed.
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