

MEETING MINUTES



Meeting

Team Name:	Birubi Point Cultural Heritage Advisory Panel		
Date:	13 April 2023	Time:	12pm – 3pm
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		

Attendees

Janelle Gardener Port Stephens Council	Cr Jason Wells Port Stephens Council	Nadine Russell Worimi Local Aboriginal Land Council (Board Member)	Neville Lilley Worimi Local Aboriginal Land Council (Board Member)
Greg Kable Port Stephens Council	Andrew Smith Worimi Local Aboriginal Land Council (CEO)	Jamie Tarrant Registered Aboriginal Traditional Owner of Worimi Conservation Lands (Worimi Conservation Lands Board of Management)	Rob Duff Anna Bay Community Representative
Pat Lawless Royal Haskoning DHV	Norm Barnes Birubi Point Surf Life Saving Club	Dave Brown National Parks and Wildlife	Tim Buykx Moir Landscape Architecture
Scott Christie Port Stephens Council	Cassandra Kottaras Port Stephens Council	Adam Faulkner National Parks and Wildlife	Kris Sheppard National Parks and Wildlife

Phillip Miles Port Stephens Council	Jay Ross Port Stephens Council	Kate Drinan Port Stephens Council	
--	-----------------------------------	--------------------------------------	--

Apologies

Rachel Reese	Dave Feeney	Rob Micheli	Val Merrick
Lorraine Lilley	Charlotte McCabe		

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.0	WELCOME				
1.1	Introductions and overview of meeting	5 mins	Janelle Gardner	Sarah Smith and Rob Duff welcomed to board as business and community representatives	
1.1	Welcome to country	5 mins	Uncle Neville		
2.0	URGENT MATTERS				
2.1	Birubi Point Aboriginal Place Tourism Transport Interchange Project Update	15 mins	Phil Miles	<p>Phil Miles provided an update of the project including amended key dates, AHIP addendum update and specialised construction material being used.</p> <p>Sand Management was presented by Pat Lawless. Pat outlined the purpose of the Sand Management Plan and potential methods for moving sand.</p> <p>Action: Council to meet with Worimi LALC to present Sand Management</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				Plan and determine process for next stages of engagement.	
2.2	Birubi Point Aboriginal Place Tourism Transport Interchange Landscaping Update	15 mins	Tim Buykx	<p>Tim presented on changes and additions to landscape plan and provided an overview of the proposed interpretation for the site.</p> <p>Option 1: Cycles of nature and the elements as the main idea</p> <p>Option 2: Walking together – footprints of people, animals and car prints that have been on dunes (Potential to weave these 2 ideas together)</p> <p>Option 3: Worimi story telling</p> <p>Option 4: Oral history and listening to country</p> <p>Feedback was around keeping the interpretation simple. Not overwhelming the story. Panel felt that the concepts were good however, some further guidance could be provided on the details surrounding the concepts.</p> <p>Action: Tim to simplify and combine options 1 and 2 and provide the revised concepts back to the Aboriginal community representatives for final feedback.</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.3	Port Stephens Coastal Management Program	30mins	Cassandra Kottaras	<p>Cassandra provided an overview of the Coastal Management Plan and its current stage.</p> <p>Discussion around the use of maps in public forums. Also discussed the next stages of engagement on the CMP.</p> <p>Action: Council to meet with WCL Board</p> <p>Action: Council to meet with WLALC Board</p> <p>Action: Council to provide mapping to NPWS</p>	
2.4	Event management within the Aboriginal Place	20 mins	Janelle Gardner	<p>General discussion on issues surrounding events at Birubi Headland and surrounding land. Jamie discussed issues around compliance and how this needs to be managed better.</p> <p>Sarah mentioned implications with holding events during peak holiday periods i.e.: Fingal Bay Markets at Robinson Reserve</p> <p>Agreed that further discussion required.</p> <p>Action: Council to provide detailed presentation on the management of events within the Aboriginal place,</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				process for event approvals and opportunities revenue from events.	
2.5	Birubi Point Major Event – Bimay Bunaga	10 mins	Jay Hose Ross	<p>Jay provided an overview of the upcoming events funded via the</p> <p>Jay provided a general overview on the proposed Birubi event. There was very positive feedback on the concept and a desire to have more involvement from the Worimi community in the event development.</p> <p>There was some discussion around the timing of event (August) and also the name of the event.</p> <p>Action: With support from Nadine, Council to establish a working group to review the event concept, name, timing and details.</p>	
2.6	Tomaree Coastal Walk	20 mins	Dave Brown	For information and feedback on the new Tomaree Coastal Walk	
2.7	Road Maintenance – Kerb and Guttering	10 mins	Greg Kable	Postponed to next meeting	
3.0	General Business				
3.1	Maintenance of the headland		Rob Duff	Rob outlined lack of maintenance around the headland site with particular reference to the bitou bush near the rock on headland and signage.	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>Action: Council to provide further details on the maintenance program for the headland, funding from the S146 and expenditure associated with managing the Aboriginal Place.</p>	
	Toilet cleaning		Sarah Smith	<p>Sarah outlined issue with capacity of toilet facilities and implications with the new coastal walk, increasing events and visitation. Current contractor not consistent with some cleans missed. Is there opportunity to increase the number of cleans to respond to the increased visitation?</p> <p>Portable toilets used over peak season did not have toilet paper and are they placed in best location?</p> <p>Action: PSC to review issues around the cleaning of amenities and opportunity to increase services during peak periods.</p> <p>Action: PSC to determine other alternatives for placing of portable toilets. Ensure supplies are provided with portable toilets.</p> <p>Action: BPAP Plan of Management review to determine if any opportunities</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				for increased amenities on the headland	
	Parking		Rob Duff	<p>Discussion around opportunity for increasing parking by extending the rear to kerb parking further along toward James Paterson Street. This would require upgrades to the road and should be investigated as part of Smart Parking installation at Birubi Headland.</p> <p>Action: Investigate opportunities to make changes to entrance road to allow increased kerb to rear parking along James Paterson Street.</p>	
	Sand removal around Crest and Surf Club		Norm Barnes	<p>Discussed need to remove build-up of sand from in front of surf club and café. Discussed implications of this continuing to build up and increase risk of trips and falls.</p> <p>Norm requested cost for removal to allow Surf Club to remove.</p> <p>Action: Council investigate options for removal of sand and provide quote for removal or contractor to deliver the works.</p>	

MEETING CLOSED AT: 3pm

NEXT MEETINGS

**Date: 13 July
2023**

**Time: 12pm –
3pm**

**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.
Meeting will not proceed with less than 4 Worimi community representatives.	Respect the decision of the Chair.
Panel members will be trained in cultural awareness.	Practice good listening – PLUS we will have fun