

# MEETING AGENDA

## Meeting

**Name:** Heritage Advisory Group

**Date:** 27 March 2025

**Time:** 5 pm to 7 pm

**Venue:** Port Stephens Council Admin Building and Zoom

**Chairperson:** Councillor Wells

**Minutes:** Patrick Worthington

**Purpose of Meeting:** To provide community representation for consultation, advice and advocacy on heritage matters in Port Stephens.

**File:** PSC2023-01498

## Attendance

Councillor Wells Port Stephens Council	Councillor Armstrong Port Stephens Council	Glen Short Independent Representative	Carol Ridgeway-Bissett Independent Representative
Stephen Niland Independent Representative	Suzie Worth Raymond Terrace & District Historical Society	Mary Sillince Tomaree Museum Association Inc.	Robyn Cragg Port Stephens Family History Society
Mr Lennie Anderson OAM ASM Worimi Nation Traditional Aboriginal Elders Custodian Group - Worimi LALC. Worimi Knowledge Holders Inc.	Paul Mulvaney Karuah Historical Society	Patrick Worthington Port Stephens Council	Sarah Connell Port Stephens Council

## Apologies

John Clarke  
Fingal Bay Community Association

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
<b>1.0</b>	<b>WELCOME AND APOLOGIES</b>				
1.1	Acknowledgement of Country We acknowledge the Worimi as the original Custodians and inhabitants of Port Stephens. May we walk the road to tomorrow with mutual respect and admiration as we care for the beautiful land and waterways together.	2 min	Chairperson	RECORD – Acknowledgement of Country occurred.	
1.2	Chair Welcome	2 min	Chairperson	RECORD – Councillor Wells welcomed the group.	
1.3	Introductions	5 min	Chairperson	RECORD – Each member of the group introduced themselves and the group they represented.	
<b>2.0</b>	<b>ADMINISTRATION</b>				
2.1	Minutes of 27 June 2024	5 min	Chairperson	RECORD – The minutes of 27 June 2024 were reviewed and endorsed	
2.2	Terms of Reference re-cap	5 min	Sarah Connell	RECORD – Sarah Connell outlined the terms of reference and noted that they were up for review in May. Councillor Wells reiterated the scope and limitations of the group as well as the member selection process.	

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<b>3.0 MEMBER UPDATES</b>					
3.1	Member Updates/Share	20 min	Chairperson	<p>RECORD – Group members shared updates on what they have been undertaking and gave context regarding the situations of their groups as well as any future projects they hope to undertake subject to grant funding.</p> <p>ACTION – Councillor Wells suggested a top 10 tips for writing for grant applications be prepared and handed out at the next meeting.</p>	
3.2	Nelson Bay Heritage Walk update – review brochures	20 min	Chairperson	<p>RECORD – Group discussed the high costs associated with printing of this format of brochure and how people don't always read them. Group discussed the merits of using new technology such as QR codes and GPS locations leading to narrated audio guides of the site.</p> <p>ACTION – Councillor Wells advised the group to get in contact with their local ward councillors to assist in providing funding for these new technologies.</p>	
3.3	Review of the Raymond Terrace Heritage Conservation Area	10 min	Sarah Connell	RECORD – Sarah outlined the reasons and motivation behind the review. It was advised that the purpose of the	

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				review is to ensure that areas that have little heritage value are no longer included in the conservation area in order to reduce cost and difficulty associated with housing and development. It is not intended to remove individual heritage items from the heritage schedule.	
3.4	Comprehensive review of the Port Stephens Development Control Plan	5 min	Sarah Connell	RECORD – Sarah outlined the purpose of a DCP and why Council is undertaking a review – to increase the ease and reduce cost associated with housing. Councillor Wells added that higher density housing is required town centres due to the lack of greenfield opportunities in the LGA.	
<b>4.0 UPCOMING PROJECTS</b>					
4.1	Heritage Walks – Raymond Terrace and Karuah	20 min	Chairperson	<p>RECORD – Councillor Wells asked the group their takeaways on this project. Suzie advised that she is working from the template but would like some signage specifications from Council. Paul requires an electronic template.</p> <p>ACTION – Sarah to liaise with Graphic Designers about providing this information.</p>	
4.2	Library page for heritage	20 min	Chairperson	RECORD – Councillor Wells noted that the Council library page is a possible	

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				place for Heritage information to find a home. Sarah advised that there is opportunity to create a new page on Council's website for heritage.	
4.3	Methodology for storage	5 min	Chairperson	RECORD - Councillor Wells referenced councils such as Wagga having a large repository of digitally scanned resources hosted by the Council, however PSC does not currently have the financial capacity to undertake this.	
4.4	Review and preparation of Heritage Inventory Sheets	10 min	Sarah Connell	RECORD – Sarah has been in conversation with Council's heritage consultant who has advised that a lot of heritage items are missing information on the Heritage Inventory Sheets ACTION – Sarah suggests the group assist in filling in these information sheets.	
<b>5.0</b>	<b>HOMEWORK</b>				
5.1	Heritage facts	15 min	Chairperson	ACTION - Councillor Wells encouraged members of the group to email Sarah the top 5 attractions of their areas to be forwarded onto Destination Port Stephens or included in a weekly heritage-related social media post.	
<b>6.0</b>	<b>BUSINESS ITEMS</b>				

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
6.1	Next meeting	10 min	Chairperson	Councillor Wells suggested the next meeting occur on the 3 <sup>rd</sup> of July as community consultations are occurring the week prior.	

**MEETING CLOSED AT: 7:00pm**

**NEXT MEETINGS:**

**Date: 3 July 2025**

**Time: 5 – 7pm**

**Venue: Council Administration Building**