

MEETING AGENDA

Meeting

Name:	Heritage Advisory Group		
Date:	27 June 2024	Time:	5 pm to 7 pm
Chairperson:	Councillor Wells	Venue:	Port Stephens Council Admin Building and Zoom
Minutes:	Romina Velarde		
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	Stephen Niland Independent Representative	Glen Short Independent Representative	Carol Ridgeway-Bissett Independent Representative
Robyn Craig Port Stephens Family History Society	Suzie Worth Raymond Terrace & District Historical Society	Fran Corner Tilligerry Community Association	Mary Sillince Tomaree Museum Association Inc.
Mathew Egan Port Stephens Council	Romina Velarde Port Stephens Council		

The following guests are invited to attend:

Doug Cross Tomaree Museum Association Inc			
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Apologies

Councillor Kafer

John Clarke

Denise Gaudion

Lennie Anderson

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.0	WELCOME AND APOLOGIES				
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 mins	Chairperson	RECORD – Acknowledgement of Country undertaken.	
1.2	Chair Welcome	2 mins	Chairperson	RECORD – Councillor Wells welcomed the group.	
2.0	ADMINISTRATION				
2.1	Minutes of 28 February 2024	2 mins	Chairperson	RECORD – The minutes of 28 February 2024 meeting were endorsed. 28 February 2024 minutes available at Attachment # to the minutes.	
3.0	MEMBER UPDATES				
3.1	Member Updates/Share	15min	Chairperson	RECORD – Group members shared updates on their projects and stated future ambitions.	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>RECORD – Mathew Egan confirmed that Council requires the signage and brochures amongst the heritage walks to be consistent.</p> <p>ACTION – Councillor Wells mentioned that interpretive signage and general signage around Port Stephens should be considered as a good example.</p>	
4.0 WORKSHOPS					
4.1	Heritage Walks – Raymond Terrace and Tomaree Peninsula	30min	Mathew Egan	<p>RECORD – Councillor Wells and Mathew Egan mentioned that the vibrant places grant could help to fund projects.</p> <p>RECORD – Councillor Wells mentioned that limited information can fit in brochure. The QR codes will assist with providing more information.</p> <p>RECORD – Mathew Egan noted that Council is supporting the heritage walks with consistency and assisting with implementation, however the ownership remains with the groups.</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>RECORD – Mathew Egan notes that the heritage walks could have different themes, places and histories.</p> <p>ACTION – Council is encouraging groups to apply for the vibrant places grant.</p>	
5.0 BUSINESS ITEMS					
5.1	Heritage Advisory Group - Reflections	30min	Chairperson	RECORD – Each member reflected and provided feedback on their experiences from attending the HAG group meetings.	
5.2	Thank you and HAG Wrap-up	15min	Chairperson	RECORD –Mathew Egan thanked the group, noting that new Council will need to reconstitute to the group following the September local government elections.	

MEETING CLOSED AT: 7:00pm