

MEETING AGENDA

Meeting

Name:	Heritage Advisory Group		
Date:	17 July 2025	Time:	5 pm to 7 pm
Chairperson:	Councillor Wells	Venue:	Port Stephens Council Admin Building and Zoom
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	Chris Peters Tomaree Museum Association Inc.	Paul Mulvaney Karuah Historical Society	Robyn Cragg Port Stephens Family History Society
Sarah Connell Port Stephens Council	Patrick Worthington Port Stephens Council		

Apologies

John Clarke Fingal Bay Community Association	Mr Lennie Anderson OAM ASM Worimi Nation Traditional Aboriginal Elders Custodian Group - Worimi LALC. Worimi Knowledge Holders Inc.	Mary Sillince Tomaree Museum Association Inc.	Suzie Worth Raymond Terrace & District Historical Society
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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 min	Chairperson	RECORD – Acknowledgement of Country occurred.	
1.2	Chair Welcome	2 min	Chairperson	RECORD – Councillor Wells welcomed the group and acknowledged the importance of the group for promoting heritage matters in Port Stephens.	
2.0	ADMINISTRATION				
2.1	Minutes of 27 March 2025	10 min	Chairperson	RECORD – The minutes of 27 March 2025 were reviewed and endorsed.	
3.0	MEMBER UPDATES				
3.1	Member Updates/Share	20 min	Chairperson	RECORD – Group members provided updates on what they have been working on and provided advice to other groups working on similar projects. Discussion included: <ul style="list-style-type: none"> - Raising awareness of the very early establishment of Raymond Terrace - Using new technology to generate greater interest in heritage, such as 	

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				<p>sound trails (https://soundtrails.com.au/) and bringing old photographs to life. Robyn can provide more information to groups interested in implementing sound trails.</p> <ul style="list-style-type: none"> - The general lack of awareness and understanding of Indigenous cultural heritage - Update on the Tilligerry Place Plan and the Salamander Bay Town Centre Place Plan. Noting that the Tilligerry Place Plan contains an action for a heritage festival to celebrate the Bicentenary of Tanilba House, as well as the Indigenous history of the Tilligerry. Community members should begin planning for the event early. 	
3.2	Heritage grants	10 min	Chairperson	<p>RECORD – As part of their member updates, group members made note of the heritage grants they had applied for recently and which ones have been successful. Paul applied for a grant for a new computer through ClubGrants via ClubsNSW, and noted how easy the process was in comparison to other grant application processes. Chris recently received a grant to recreate full ANZAC uniforms.</p>	

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4.0 UPCOMING PROJECTS					
4.1	Review and preparation of Heritage Inventory Sheets	20 min	Sarah Connell	<p>RECORD – Sarah reiterated the desire from Council in the previous meeting for the group to assist with reviewing the State Heritage Inventory (SHI) forms for heritage items listed in the Local Environmental Plan (LEP) to determine if they contain enough information, and fill in missing information.</p> <p>ACTION – The group was assigned items from the LEP to review and research. This list is provided as an attachment to the minutes.</p> <p>The NSW Government publication ‘Assessing heritage significance’ (attached to minutes) should be used to understand the listing criteria.</p> <p>Groups should include additional historical information and more robust response to the criteria, if needed. Not all SHI forms will require amending. It is also useful to take updated photos.</p> <p>Please do not trespass on private property.</p> <p>The SHI forms can be found online https://www.hms.heritage.nsw.gov.au/App/Item/SearchHeritageItems?_ga=2.165972984.714120821.1658117920-344545924.1656901875</p>	

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				<p>If you have trouble finding them, Sarah can send a pdf copy via email.</p> <p>Please review at least 5 items before the next meeting and provide updates to Sarah.</p>	
5.0 HOMEWORK					
5.1	Heritage facts for social media – update from members	20 min	Chairperson	<p>RECORD – Councillor Wells reiterated the homework from the previous meeting for group members to provide heritage facts for Council social media channels to generate greater interest in the heritage of Port Stephens.</p> <p>Councillor Wells provided an example of some of the top heritage facts in Port Stephens.</p> <p>It is requested that the group review these facts (attached to minutes) and provide corrections, or additional facts that may have been missed. These facts should include Indigenous history / facts where appropriate.</p> <p>Following the meeting, Paul provided an early map of Port Stephens, which includes Indigenous place names. This is attached to the minutes.</p>	
6.0 BUSINESS ITEMS					
6.1	Next meeting	10 min	Chairperson	RECORD – The group decided the next meeting would occur on the 6 th of November.	

MEETING CLOSED AT: 7:00pm

NEXT MEETINGS:

Date: 6 November 2025

Time: 5 – 7 pm

Venue: Council Administration Building