

# MEETING MINUTES

|                     |                                        |                 |                                       |
|---------------------|----------------------------------------|-----------------|---------------------------------------|
| <b>Meeting</b>      | Aboriginal Strategic Committee meeting |                 |                                       |
| <b>Team Name:</b>   | Vibrant Places                         |                 |                                       |
| <b>Date:</b>        | Wednesday 10 September 2025            | <b>Time:</b>    | 12:30pm-2:30pm                        |
| <b>Chairperson:</b> | Mayor Anderson                         | <b>Venue:</b>   | Port Stephens Council, Committee room |
|                     |                                        | <b>Minutes:</b> | Laura Mulvihill                       |

**Purpose of Meeting:** The 355c Aboriginal Strategic Committee strengthens the relationships between the Council and the Aboriginal community in Port Stephens and requires the implementation of collaborative strategies that promote mutual respect, cultural understanding, and proactive communication.

**File:** PSC2005-0629

## Attendance

|                                          |                                     |                                          |                                        |
|------------------------------------------|-------------------------------------|------------------------------------------|----------------------------------------|
| Mayor Anderson<br>Port Stephens Council  | Cr Francis<br>Port Stephens Council | Lindsay Ridgeway<br>Worimi LALC          | Neville Lilley<br>Worimi LALC          |
| Amber Herrmann<br>Port Stephens Council  | Andrew Smith<br>Worimi LALC         | Steve McAlister<br>Port Stephens Council | Jen Underwood<br>Port Stephens Council |
| Laura Mulvihill<br>Port Stephens Council |                                     |                                          |                                        |

## Apologies

|                                       |                             |                                       |                                     |
|---------------------------------------|-----------------------------|---------------------------------------|-------------------------------------|
| Steven Peart<br>Port Stephens Council | Marook Perry<br>Karuah LALC | Tim Crosdale<br>Port Stephens Council | Cr Francis<br>Port Stephens Council |
| Nadine Wood                           |                             |                                       |                                     |

| Item       | Topic                  | Time Required | Responsible Officer | Action                                                                                                                                                                                                                                                       | Status/Date to be Completed |
|------------|------------------------|---------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>1.0</b> | <b>WELCOME</b>         |               |                     |                                                                                                                                                                                                                                                              |                             |
| 1.1        | Welcome to Country     | 1min          | Chair               |                                                                                                                                                                                                                                                              |                             |
| <b>2.0</b> | <b>BUSINESS ITEMS</b>  |               |                     |                                                                                                                                                                                                                                                              |                             |
| 2.1        | Welcome from the Chair | 10mins        | Chair               | <p>Mayor Anderson provided and welcome to the committee and an overview of the committees focus and importance.</p> <p>Apologies received prior to meeting from Marook Perry, Tim Crosdale, Steven Peart, Nadine Wood and Cr Francis.</p>                    |                             |
| 2.2        | Update Worimi LALC     | 10mins        | Representative      | <p>Andrew provided an update on Worimi LALC.</p> <p>Operations as normal, in a compliance period focusing on audits and the AGM. Currently reviewing the Housing Strategy.</p> <p><b>Priorities for Worimi LALC -</b><br/><b>1. Birubi Lower Carpark</b></p> |                             |

| Item       | Topic                                           | Time Required | Responsible Officer | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Status/Date to be Completed |
|------------|-------------------------------------------------|---------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
|            |                                                 |               |                     | <ul style="list-style-type: none"> <li>Ongoing issues for the Commercial tourism operators and access for buses</li> </ul> <p><b>2. RMS building Raymond Terrace</b></p> <ul style="list-style-type: none"> <li>Currently finalising fire safety compliance and the occupation certificate</li> <li>Really looking forward to youth services utilising the space.</li> </ul> <p>Andrew updated the committee on the Murrook Cultural Festival scheduled for November.</p> <p><b>ACTION:</b> Andrew to provide more information on the Worimi Dune event after event planning meeting.</p> |                             |
| 2.3        | Update Karuah LALC                              | 10mins        | Representative      | Update postponed due to Karuah representative not in attendance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |
| 2.4        | Previous minutes and outstanding actions update | 2mins         | Chair               | <p>Amber provided an update on the outstanding minutes and actions.</p> <p>All actions were discussed as part of the Agenda</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |
| <b>3.0</b> | <b>ITEMS FOR DISCUSSION</b>                     |               |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |

| Item | Topic                                             | Time Required | Responsible Officer | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Status/Date to be Completed |
|------|---------------------------------------------------|---------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 3.1  | Aboriginal Strategic Committee Terms of Reference | 15mins        | Chair               | <p>Proposed changes to the meeting format and additional memberships:</p> <ul style="list-style-type: none"> <li>2 meetings per year, for 2.5 hours - Timed to coincide with Aboriginal Projects Fund assessment.</li> </ul> <p>Committee agreed to keep membership as is with the two land councils and invite guests to provide an update on their organisation on a meeting by meeting basis.</p> <p>Discussion supporting other non-member Aboriginal organisations to attend as meeting guests</p> <p><b>ACTION:</b> Changes to ToR to be circulated to the committee for final endorsement.</p> <p><b>ACTION:</b> Committee to be contacted to get feedback on who should be invited to future meetings.</p> <p>Aboriginal Strategic annual dinner was discussed. Suggested that successful projects from the Aboriginal Project Fund should be</p> |                             |

| Item | Topic                                       | Time Required | Responsible Officer | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Status/Date to be Completed |
|------|---------------------------------------------|---------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
|      |                                             |               |                     | <p>invited to make the dinners more meaningful.</p> <p><b>ACTION:</b> Council to begin planning for next annual dinner</p>                                                                                                                                                                                                                                                                                                                                                                                                                                    |                             |
| 3.2  | Yabang Gumba-Gu Aboriginal Agreement review | 10mins        | Amber Herrmann      | <p>Amber provided background of Yabang Gumba Gu Aboriginal Agreement.</p> <p>Andrew suggested that the agreement have a review as it was written in 2018 and it is an important document.</p> <p><b>ACTION:</b> Yabang Gumba-Gu Aboriginal Agreement to be part of the inductions for both the elected Council and Council staff inductions. This was supported by the Mayor and Committee members.</p> <p><b>ACTION:</b> Share actions from the agreement with the committee and seek input from the group on what projects we add to revised agreement.</p> |                             |
| 3.3  | NAIDOC Week 2025 Feedback                   | 10mins        | Jen Underwood       | Feedback was received from the committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                             |

| Item | Topic | Time Required | Responsible Officer | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Status/Date to be Completed |
|------|-------|---------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
|      |       |               |                     | <p><b>This year's event:</b></p> <ul style="list-style-type: none"> <li>• Reported as biggest NAIDOC on Worimi country to date. Family Day and Boomerang Park had the largest attendance yet. It showed the numbers of people who are on the journey with the Aboriginal people.</li> <li>• Praise for the Port Stephens approach for focussing on community connection – particularly with school involvement.</li> <li>• Andrew reflected on how powerful it was marching up the street. Timing of the march was great, there was so many more people in the street to witness the march, with people joining in along the way.</li> <li>• Idea raised for potential corroboree to take place straight after the welcome to country.</li> </ul> <p><b>Boomerang Park location:</b></p> <ul style="list-style-type: none"> <li>• Suggested that if the event gets bigger it will need to move further up the hill within Boomerang Park.</li> </ul> |                             |

| Item | Topic                                                                                                                                                                  | Time Required | Responsible Officer                                  | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status/Date to be Completed |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
|      |                                                                                                                                                                        |               |                                                      | <p><b>Forecourt Yarning Circle and Smoking Ceremony Idea:</b></p> <p>A community member suggested the Council forecourt clock should be repurposed to be a yarning circle and smoking ceremony space. The idea was not supported and the committee agreed the space would not be used regularly for that purpose.</p> <p>They agreed that the forecourt needs to be updated but with more greenery, artwork and seating to make it more inviting. A mural on the Police Station wall was suggested.</p> |                             |
| 3.4  | Plans of Management<br>Update on Generic Plan of Management for Crown Reserves managed by Council' and the revised 'Birubi Point Aboriginal Place Plan of Management'. | 5mins         | Paul Burton<br>Community Assets Planning Team Leader | <p>Paul provided a consolidated outline of the Plan of Management.</p> <p><b>ACTION:</b> Amber, Andrew and Paul to meet to discuss the Plan of Management further and plan for consultation with the community.</p> <p><b>ACTION:</b> Paul to send Plan of Management to all Aboriginal Stakeholders for consultation and</p>                                                                                                                                                                           |                             |

| Item       | Topic                               | Time Required | Responsible Officer | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status/Date to be Completed |
|------------|-------------------------------------|---------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
|            |                                     |               |                     | review. Aboriginal stakeholders are to provide feedback.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
| 3.5        | Aboriginal Projects Fund assessment | 30mins        | Jen Underwood       | <p>8 applications have been received.</p> <p><b>ACTION:</b> For future funding rounds, support letters need to be provided if applicants are referring to Aboriginal community members in their applications.</p> <p>The committee assessed all 8 applications and provided their assessment feedback.</p> <p><b>ACTION:</b> Final supported projects to be circulated with the absent committee members for endorsement.</p> <p>Successful applicants will be sent to Council for endorsement on Tuesday 25 November 2025.</p> <p>Chair left the meeting at 2:23pm</p> |                             |
| <b>4.0</b> | <b>GENERAL BUSINESS</b>             |               |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |
|            |                                     |               |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |



**MEETING CLOSED AT: 2:46pm**

## **NEXT MEETINGS**

**Date:** Thursday 19 March 2026

**Time:** TBA

**Venue:** Port Stephens Council

## **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.

Respect the decision of the Chair.

Practice good listening – PLUS we will have fun

## Aboriginal Strategic Committee Actions

| Item        | Topic                                                                                  | Action/Decision                                                                                                                                                                                                                                                                                                                                          | Responsible                    | Date to be Completed | Status |
|-------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------|--------|
| <b>DATE</b> |                                                                                        |                                                                                                                                                                                                                                                                                                                                                          |                                |                      |        |
| 2.2         | Update Worimi LALC                                                                     | <b>ACTION:</b> Andrew to provide more information on the Worimi Dune event after event planning meeting.                                                                                                                                                                                                                                                 | Andrew Smith                   |                      |        |
| 3.1         | Aboriginal Strategic Committee Terms of Reference                                      | <b>ACTION:</b> Changes to ToR to be circulated to the committee for final endorsement.<br><br><b>ACTION:</b> Committee to be contacted to get feedback on who should be invited to future meetings.<br><br><b>ACTION:</b> Council to begin planning for next annual dinner.                                                                              | Jen Underwood                  |                      |        |
| 3.2         | Yabang Gumba-Gu Aboriginal Agreement review                                            | <b>ACTION:</b> Yabang Gumba-Gu Aboriginal Agreement to be part of the inductions for both the elected Council and Council staff inductions. This was supported by the Mayor and Committee members.<br><br><b>ACTION:</b> Share actions from the agreement with the committee and seek input from the group on what projects we add to revised agreement. | Jen Underwood                  |                      |        |
| 3.4         | Plans of Management Update on Generic Plan of Management for Crown Reserves managed by | <b>ACTION:</b> Amber, Andrew and Paul to meet to discuss the Plan of Management further and plan for consultation with the community.                                                                                                                                                                                                                    | Amber Herrmann<br>Andrew Smith |                      |        |

|     |                                                                              |                                                                                                                                                                                                                                                                                     |               |  |  |
|-----|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--|--|
|     | Council' and the revised 'Birubi Point Aboriginal Place Plan of Management'. | <b>ACTION:</b> Paul to send Plan of Management to all Aboriginal Stakeholders for consultation and review. Aboriginal stakeholders are to provide feedback.                                                                                                                         |               |  |  |
| 3.5 | Aboriginal Projects Fund assessment                                          | <b>ACTION:</b> For future funding rounds, support letters need to be provided if applicants are referring to Aboriginal community members in their applications.<br><br><b>ACTION:</b> Final supported projects to be circulated with the absent committee members for endorsement. | Jen Underwood |  |  |