

MEETING AGENDA

Meeting

Name:	Heritage Advisory Group		
Date:	6 November 2025	Time:	5 pm to 7 pm
Chairperson:	Councillor Wells	Venue:	Port Stephens Council Admin Building and Zoom
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
Mary Sillince Tomaree Museum Association Inc.	John Clarke Fingal Bay Community Association	Sarah Connell Port Stephens Council	

Apologies

Mr Lennie Anderson OAM ASM Worimi Nation Traditional Aboriginal Elders Custodian Group - Worimi LALC. Worimi Knowledge Holders Inc.			
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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. The Chair advised that Suzie Worth (Raymond Terrace & District Historical Society) resigned from the Group and acknowledged the contribution that she made. ACTION – Sarah to follow up with Raymond Terrace & District Historical Society to see if there is another member available to join the Heritage Advisory Group.	
2.0	ADMINISTRATION				
2.1	Minutes of 27 March 2025	10 min	Chairperson	RECORD – The minutes of 27 March 2025 were reviewed and endorsed.	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.2	Heritage walk brochures	5 min	Sarah	RECORD – Sarah advised that Council’s graphic designers do not have the resources to prepare heritage brochures. Instead, groups should apply for grants, such as Council’s Vibrant Spaces Fund to engage a designer to help prepare brochures. Council can provide the files to ensure that brochures are standardised across the LGA. RECORD – Councillor Wells suggested that the Heritage Advisory Group prepare a joint grant application for heritage signage across the LGA. Indigenous heritage should be included – Carol can advise. ACTION – Robyn to assist Cllr Wells in preparing grant application.	
3.0 UPCOMING PROJECTS					
4.4	Raymond Terrace Place Plan – upcoming engagement	10 min	Sarah	RECORD – Sarah advised that work has begun on a Raymond Terrace Place Plan. There is a strong desire from the community to celebrate heritage in Raymond Terrace, especially King Street. The Place Plan will have a heritage component.	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				Community consultation will be undertaken early 2026.	
4.0 HOMEWORK					
4.1	Heritage Inventory Sheets – member updates and discussion	30 min	Sarah	RECORD – Sarah provided background on the SHI forms, and the Group reviewed examples from Port Stephens and other areas to understand the amount of information needed. It was noted that members have reviewed a number of SHI forms and found there to be a general lack of information for most items. Where possible, any new information should be referenced. The ‘Assessing heritage significance’ guideline should be followed. This will be sent out with minutes. There is a need to reallocate the Raymond Terrace items due to Suzie’s departure from the Group. A template will be provided for members to use. It is preferable for this to be submitted electronically for Council to upload. ACTION – Sarah and Clr Wells to create template and send to the Group.	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
4.2	Port Stephens Heritage facts	10 min	Chairperson	RECORD – Clr Wells is still wanting to pursue regular heritage facts to be promoted on Council's social media, and also noted that the heritage page on Council's website required updates. ACTION – Clr Wells to discuss with Council's Communications Team.	
5.0	MEMBER UPDATES				
5.1	Indigenous history in Port Stephens	20 min	Carol Ridgeway	RECORD – Carol provided an interesting overview of Indigenous history in Port Stephens. She explained family and society structure, clans and totems, the use and management of natural resources and her family's history, which has been traced back to 1700s. She expressed a desire to teach more children about the environment and stories. We viewed 'Worimi Woman' https://earthsustainingsciences.tech/ University of Newcastle have also interviewed Carol https://livinghistories.newcastle.edu.au/nodes/view/118488	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				The Group is interested in hearing more Indigenous history and stories from Carol.	
5.2	Member updates / share	20 min	Chairperson	Clr Wells – Stockton Historical Society received funding for signage. Robyn – Lemon Tree Passage Old School Centre 40th anniversary celebration on 16th November. Undertaking more sound recording with Bob's Farm School students. Mary – ANZAC Day exhibition to include Woman's Land Army. Advised that AI is a useful tool for summarising huge amounts of information. Heritage trail sites have been vandalised and will cost \$25K to repair. Paul – Club NSW grants, Timber and Oyster Festival success. John – collected 2000 photos and interviewed locals – would like to make photos available. Glen – difficult to adaptively reuse heritage properties due to restrictive approvals.	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				State Heritage Month 18 April – 18 May 2026. The theme is Change. https://nationaltrustqld.org.au/what-we-do/heritage-festival	
6.0 BUSINESS ITEMS					
6.1	Next meeting	10 min	Chairperson	March 2026 – Date to be confirmed.	

MEETING CLOSED AT: 7:00pm

NEXT MEETINGS:

Date: TBC

Time: TBC

Venue: TBC