

MEETING AGENDA

Meeting

Name:	Heritage Advisory Group		
Date:	13 May 2026	Time:	5 pm to 7 pm
Venue:	Port Stephens Council Admin Building and Teams		
Chairperson:	Councillor Wells	Minutes:	Veronica Nunan
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	Robyn Cragg Port Stephens Family History Society
Stephen Niland Independent Representative	Paul Mulvaney Karuah Historical Society	Kate Drinan Port Stephens Council	Veronica Nunan (minutes) Port Stephens Council
Nicole Tripney (Port Stephens Council)	Lillian Shaddock (Port Stephens Council)		

Apologies

Mary Sillince Tomaree Museum Association Inc.	John Clarke Fingal Bay Community Association	Carol Ridgeway-Bissett Independent Representative	Mr Lennie Anderson OAM ASM Worimi Nation Traditional Aboriginal Elders Custodian Group - Worimi LALC. Worimi Knowledge Holders Inc.
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Member from Raymond Terrace &
District Historical Society

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 group's importance in promoting heritage matters in Port Stephens. The Chair advised that there is not currently a member of the Raymond Terrace & District Historical Society. However, it was advised that 2 individuals are interested in joining and are aware of the actions and workload.	
2.0	ADMINISTRATION				
2.1	Minutes of 6 November 2025	5 min	Chairperson	RECORD – The minutes of 27 November 2025 were reviewed and endorsed.	
3.0	UPCOMING PROJECTS				

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
3.1	Heritage social media/ website update	10 min	Kate	<p>RECORD – It was suggested that the council website be updated to include clear, accessible information on the area's relevant history.</p> <p>RECORD - Robyn suggested that the information on the website be reviewed to ensure relevant and important history is captured.</p> <p>ACTION – Members to review website and provide feedback to Kate - https://www.portstephens.nsw.gov.au/community/our-profile/history-of-our-area</p> <p>ACTION – Nicole from the Communications team to review heritage / historical information on the website and identify opportunities for improvement.</p> <p>RECORD – Robyn suggested that the website should reflect the school curriculum and provide sufficient information to educate school children about their local area.</p> <p>ACTION – Kate to provide the Karuah town walk document from Paul to the</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>Communications team for upload to the website.</p> <p>RECORD - It was stated that DPS are important in promoting the area's heritage.</p> <p>ACTION – Investigate/invite DPS or a representative to a future HSAG meeting.</p>	
3.2	Raymond Terrace Place Plan update	15 min	Kate	<p>RECORD – Lillian provided details on the Place Plan and offered insight into the heritage components, especially along King Street.</p> <p>RECORD – Lillian advised that community consultation was significant and is captured within the draft plan.</p> <p>RECORD – Review of Heritage Conservation area recommends a reduction to sit primarily along King Street. Existing heritage items to be retained. The main concern expressed is that the foreshore is not included in the mapped area.</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>RECORD – Suggested to transform Sketchley's Raymond Terrace into a visitor information centre.</p> <p>RECORD – Robyn advised that the pioneer gravesite headstones are in poor condition.</p>	
4.0	HOMEWORK				
4.1	Heritage Inventory Sheets – member updates and discussion	30 min	Kate	<p>RECORD – It was noted that the new member of the Raymond Terrace & District Historical Society will pick up on the associated items on the sheet.</p> <p>The following link provides access to the existing inventory sheets https://www.hms.heritage.nsw.gov.au/App/Item/SearchHeritageItems?_ga=2.165972984.714120821.1658117920-344545924.1656901875</p> <p>ACTION – Members to continue to update sheets.</p>	
5.0	MEMBER UPDATES				
5.1	Tilligerry Soundtrail presentation	15 min	Robyn	<p>RECORD - Robyn shared a finished project, 'The Henry F Halloran Sound trail', which will be launched on 16 May 2026.</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
5.2	Member updates / share	25 min	Chairperson	<p>Glen - noted the lack of knowledge of the Tiligerry area and how there are areas in Port Stephens that should be promoted more.</p> <p>Steve – Maintenance work at Sturgeon Street Church is underway, and they have received a grant to install CCTV cameras.</p> <p>Paul – Karuah centre, Karuah Bridge upgrade, near completion of 2 books on Karuah Bridge and the history of trucks.</p>	
6.0 BUSINESS ITEMS					
6.1	Next meeting	5 min	Chairperson	August 2026 – Date to be confirmed.	

MEETING CLOSED AT: 7:00pm

NEXT MEETINGS:

Date: August 2026

Time: 5pm to 7pm

**Venue:
Raymond Terrace
Administration Building**