

# MEETING AGENDA

## Meeting

**Team Name:** Birubi Point Cultural Heritage Advisory Panel

**Date:** Friday 7 November 2025 **Time:** 10:30am – 1pm

**Venue:** Birubi Point Surf Lifesaving Club

**Chairperson:** Janelle Gardner

**Minutes:** Laura Mulvihill

**Purpose of Meeting:** Birubi Point Aboriginal Place Cultural Heritage Advisory Panel Meeting

**File:** PSC2014-00747

## Attendance

Cr Chris Doohan Port Stephens Council	Cr Jason Wells Port Stephens Council	Andrew Smith Worimi Local Aboriginal Land Council (CEO)	Rob Micheli NSW Crown Lands
Nadine Wood Worimi Local Aboriginal Land Council (Board Member)	Aunty Val Merrick Worimi Local Aboriginal Land Council (Board Member)	Uncle Neville Lilley Worimi Local Aboriginal Land Council (Board Member)	Mick Denahy (Alternate) Birubi Point Surf Life Saving Club
Rohan Fisher Birubi Point Surf Life Saving Club	Dave Feeney Worimi Conservation Lands Board Representative	Jamie Tarrant Worimi Conservation Lands Aboriginal Owner Representative	Regan Lilley Worimi Conservation Lands Aboriginal Owner Representative
Richard Colbourne National Parks and Wildlife Service	Rob Duff Anna Bay Community Representative	Janelle Gardener Port Stephens Council	Sarah Smith Community Business Representative

John Maretich Port Stephens Council			

The following guests are invited to attend:

Paul Burton Port Stephens Council			
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Apologies


Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
<b>1.0</b>	<b>WELCOME</b>				
1.1	Introduction and overview of meeting	5 mins	Janelle Gardner		
1.2	Welcome to Country	5 mins	Uncle Neville		
<b>2.0</b>	<b>General Business</b>				
2.1	Plan of Management	15 mins	Paul Burton		
2.2	Maintenance and Works Project Update	5 mins	John Maretich		
2.3	Lower Carpark	10 mins	John Maretich		
2.4	Interchange costing	5 mins	John Maretich		
2.5	Previous minutes and actions update	10 mins	Janelle Gardner		

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.6	Terms of Reference Review	5 mins	Janelle Gardner		
2.7	Post October School Holidays Feedback	20 mins	Panel		
2.8	Birubi Signage Update	10 mins	Janelle Gardner		
2.9	Shuttle Bus Update	10 mins	Janelle Gardner		
2.10	Weed Management – Upper carpark	10 mins	Janelle Gardner		
2.11	General Business	10 mins	Janelle Gardner		

### MEETING CLOSED AT:

### NEXT MEETING

Date: 2026 Meeting Dates TBC

Time: TBC

Venue: TBC

### 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 10 working 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.
If less than 4 Worimi community representatives are present any decisions emanating from the meeting will be held over until the next meeting when there are 4 Aboriginal community representatives present.	Respect the decision of the Chair.
Panel members will be trained in cultural awareness.	Practice good listening – PLUS we will have fun