

MEETING MINUTES / AGENDA



Meeting

Team Name:	Heritage Advisory Group		
Date:	23 August 2023	Time:	5 pm to 7 pm
Chairperson:	Cr Wells	Venue:	Port Stephens Council Admin Building
Purpose of Meeting:	To provide community representation for consultation, advice and advocacy on heritage matters in Port Stephens		
File:	PSC2023-01498		
Minutes:	Matthew Borsato		

Attendance

Councillor Wells Port Stephens Council	Councillor Kafer Port Stephens Council	Stephen Niland Independent Representative	Glen Short Independent Representative
Carol Ridgeway-Bisset Independent Representative	John Clarke Fingal Bay Community Association	Denise Gaudion Port Stephens Family History Society	Suzie Worth Raymond Terrace & District Historical Society
Fran Corner Tilligerry Community Association	Mary Sillince Tomaree Museum Association Inc.	Lennie Anderson OAM ASM Worimi Nation Traditional Elders Custodian Group – Worimi LALC. Worimi Knowledge Holders Inc.	Brock Lamont Port Stephens Council
Mathew Egan Port Stephens Council	Emily Allen Port Stephens Council	Matthew Borsato Port Stephens Council	

The following guests are invited to attend:

N/A

Apologies

Dennis Corr
Tomaree Headland Heritage Group
Inc.

Paul Mulvaney
Karuah History Group

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.0	WELCOME AND APOLOGIES				
1.1	Acknowledgement of country	2 mins	Chairperson	Welcome and acknowledgement of Country undertaken.	Nil
1.1	Chair Welcome	2 mins	Chairperson	Cr Wells welcomed the group members including Cr Kafer and outlined the importance of the group and the need to celebrate heritage in Port Stephens.	Nil
1.3	Introductions	10 mins	Chairperson	Each group member provided their name, the group they represent and the interest they have in heritage. Each group member shared examples of a favourite heritage place and passion for heritage. The importance of indigenous heritage was discussed and supported by the group.	Nil
2.0	BUSINESS ITEMS				
2.1	Meeting Code of Cooperation	5 mins	Mat Egan	The meeting code of cooperation outlined in the Terms of Reference were summarised.	Nil
2.2	Heritage Advisory Group – Terms of Reference	5 mins	Mat Egan	The group was provided with a summary of the Terms of Reference and it was noted that members all acknowledged that they read and understood the Terms of Reference.	Advice on managing any potential conflict of interest will be distributed by Council staff

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					prior to the next meeting.
2.3	Meeting structure and format	5 mins	Mat Egan	<p>The group will meet 4 times per year (every quarter). The meetings are to be held at Council in Raymond Terrace in the first instance. The group also expressed the desire to have meetings held at alternative locations, for example a heritage building in the LGA.</p> <p>Noting the above, the group generally agreed the meeting structure and format is suitable.</p> <p>The group recommended that the chair have the option to call additional meetings if required.</p> <p>The group acknowledged the option to attend meetings via ZOOM and by phone dial-up.</p>	Nil
2.4	Workshop – Group expectations	10 mins	Mat Egan	The group was provided with the opportunity to outline their expectations for participation in the group.	Nil
2.5	What's happening across Council	10 mins	Mat Egan	<p>The group was provided with an overview of the Council's role and function in the heritage space. This includes:</p> <ul style="list-style-type: none"> • Listing of items in the Port Stephens Local Environmental Plan 2013 (LEP). • Assessing development applications and planning proposals (LEP). • Advising on potential grant applications. <p>(See attached presentation)</p>	Nil
2.6	Workshop – Upcoming events	20 mins	Chairperson	The Chair distributed a calendar for input by the group members on various heritage events that will take place throughout the year. The intent is to	Draft calendar to be collated and distributed to

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				<p>coordinate, promote and celebrate heritage within Port Stephens throughout the year.</p> <p>At the meeting, group members wrote down potential events and dates for input into the calendar.</p> <p>Council staff will collate the notes from group members and input into a combined draft calendar for review by the group.</p>	<p>group by Council staff prior to the next meeting.</p> <p>Group members to forward any further events and dates to Matt Borsato.</p>
2.7	Workshop – action setting	30 mins	Liz Akerman	<p>The group used post it notes to list ideas and activities for the Heritage Advisory Group.</p> <p>Suggestions include:</p> <ul style="list-style-type: none"> • Information sharing among group members • Hosting a heritage conference/national event • Advocacy for heritage buildings • Promotion of heritage on social media and other form of media. • Preparation and publication of themed local heritage books and information • Heritage education and events (for example within local schools). • Promotion of heritage tourism in the east and west of the LGA. • Preparation of a heritage map. • Heritage group networking opportunities. • Potential for Yarning Circles. <p>Council staff will collate all suggestions and prepare a draft Heritage Action Plan for consideration by the group at the next meeting.</p>	<p>Draft action plan to be prepared and distributed to group by Council staff prior to the next meeting.</p> <p>Group members to forward any further actions to Matt Borsato.</p>

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2.8	Wrap up	10 mins	Mat Egan	Cr Wells and Cr Kafer thanked everyone for their attendance at the initial meeting of the Heritage Advisory Group.	Nil
4.0	OTHER MATTERS				
4.1	Contact			Group members to contact Matt Borsato for further information. Email: Matthew.Borsato@portstephens.nsw.gov.au Phone: 4988 0282	Nil

MEETING CLOSED AT: 7:00

NEXT MEETINGS

Date: November (TBC)

Time: TBC

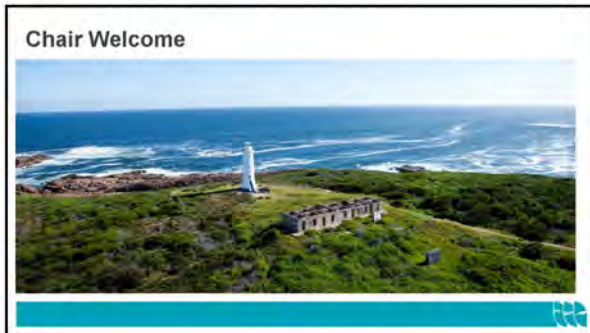
Venue: Port Stephens Council Admin Building and Zoom



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.



Introductions

- Name
- Suburb you are from
- Groups connected to
- Favourite place to visit

Meeting Code of Practice


MEETING CODE OF PRACTICE	
We start on time and finish on time.	We follow up on the actions we are assigned responsibility for and complete them on time
We focus on the strategic intent of the item	We give and receive open and honest feedback in a constructive manner
We ensure that people attending meetings are provided with guidance and support	We use data to make decisions (whenever possible)
We consider the risks and opportunities of each item	We determine issues arising by consensus or refer to the Chair for consideration
We are prepared to have open and honest conversations about an issue even if it is uncomfortable	We strive to continually improve our meeting process and build time into each agenda for reflection and learning
We all participate fully and are prepared to challenge each other	We will promote best practice, keeping open minds, combining our experiences and shared learnings to inform our deliberations
We use improvement tools that enhance meeting efficiency and effectiveness	

Terms of Reference

- The Groups purpose is to:
 - provide community representation for consultation, advice and advocacy of heritage matters in Port Stephens
 - share and preserve knowledge, network and build local heritage understanding across Port Stephens
 - identify opportunities for community based heritage projects across Port Stephens
 - promote the importance of heritage within the community
- HAG comprises
 - 4 Council members – 2 Councillors and 2 staff
 - Up to 10 Community Group representatives
 - 3 Independent community representatives

Terms of Reference

- The Group does not:
 - make decisions on behalf of Council
 - provide formal policy advice or recommendations to Council
 - expend money on behalf of Council
 - commit Council to any arrangement
 - consider any matter outside its specific reference
 - direct Council officers in the performance of their duties.
- Any media liaison associated with the activities of the Group shall be undertaken in accordance with Port Stephens Council protocols and with the Chairperson or Council staff member with appropriate delegations.
- Everyone acknowledges they read and understood this as part of their application.



Meeting Structure and Format

- The Group shall hold ordinary meetings 4 times a year.
- Meetings shall be held in February, May, August and November.
- The meetings will be up to 2 hours.
- Meetings to be held in Council's Administration Building, or other locations as determined by the Chairperson.
- Members may attend in person or over zoom.



What is happening across Council?

- Protect Heritage items through planning control mechanisms
- Engage Heritage Specialist to provide advice on Heritage matters
- Promote heritage across the Local Government Area (Raymond Terrace Historic Walk)
- Support community initiatives (Council Grant Program)



Workshop – Upcoming Events

Development of a Heritage Event Calendar



Month	Event	Notes
Jan		
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		

Workshop – Actions Setting

What are your ideas for us to work on as a group to help deliver the purpose of the group?

Our purpose:

- provide community representation for consultation, advice and advocacy of heritage matters in Port Stephens
- share and preserve knowledge, network and build local heritage understanding across Port Stephens
- identify opportunities for community based heritage projects across Port Stephens
- promote the importance of heritage within the community.

Meeting Close

- Final call for General Business
- Thank you for your attendance
- HAG minutes will be circulated within 7 working days, and will be available on Council's website
- Draft Action Plan to be discussed at the next meeting
- Next meeting will be November 2023 (date to be finalised)

