

MEETING MINUTES

Meeting

Name:	Heritage Advisory Group		
Date:	29 November 2023	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	Stephen Niland Independent Representative	Glen Short Independent Representative	Carol Ridgeway-Bissett Independent Representative
John Clarke Fingal Bay Community Association	Paul Mulvaney Karuah History Group	Fran Corner Tilligerry Community Association	Dennis Corr Tomaree Headland Heritage Group Inc.
Mary Sillince Tomaree Museum Association Inc.	Mr Lennie Anderson OAM ASM Worimi Nation Traditional Aboriginal Elders Custodian Group - Worimi LALC. Worimi Knowledge Holders Inc.	Mathew Egan Port Stephens Council	Matthew Borsato Port Stephens Council
Bethany Lyons Port Stephens Council	Clair Deen Port Stephens Council		

The following guests are invited to attend:

Apologies

Councillor Kafer
Port Stephens Council

Suzie Worth
Raymond Terrace & District
Historical Society

Denise Gaudion
Port Stephens Family
History Society

MEETING COMMENCED AT: 5:05pm

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 people as the original Custodians and inhabitants of Port Stephens. We acknowledge and pay respects to Worimi elders past and present. May we walk the road to tomorrow with mutual respect and admiration as we care for the beautiful land and waterways together.	2 mins	Chairperson	RECORD – Acknowledgement of Country undertaken.	
1.2	Chair Welcome	2 mins	Chairperson	RECORD – Councillor Wells welcomed the group. Group members undertook an information share of achievements and update on heritage items in Port Stephens. RECORD – Councillor Wells attended the Royal Australian Historical Society 2023 Conference in Wagga Wagga on	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>21 to 22 October 2023. Councillor Wells provided an overview of the event and presented his findings to the group.</p> <p>The PowerPoint presentation is included as Attachment 1 to the minutes.</p>	
2.0 MINUTES & OUTSTANDING ACTIONS					
2.1	Minutes of 23 August 2023.	2 mins	Chairperson	<p>RECORD – The minutes of 23 August 2023 meeting were endorsed.</p> <p>23 August 2023 minutes available at Attachment 2 to the minutes.</p>	
3.0 BUSINESS ITEMS					
3.1	<p>Workshop – Event calendar:</p> <ul style="list-style-type: none"> Review and finalise calendar. 	15 mins	Chairperson	<p>RECORD – Cr Wells distributed the draft events calendar. The Group discussed opportunities to incorporate culturally significant dates and historical group events.</p> <p>ACTION – Council officers to investigate options for digital distribution.</p> <p>The draft events calendar is included as Attachment 3 to the minutes.</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
3.2	Workshop – Action planning: <ul style="list-style-type: none"> • Review key priorities and actions • Prioritise actions • Finalise action plan. 	40 mins	Mathew Egan	<p>RECORD – the Group workshopped key priorities and action items. Draft action list for 2024 was developed.</p> <p>Draft action list for 2024 available on page six to the minutes.</p>	
4.0 OTHER MATTERS					
4.1	Wrap up.	5 mins	Chairperson	<p>RECORD – Councillor Wells thanked attendees for their participation.</p> <p>RECORD – The next meeting will be hosted in February 2024.</p> <p>ACTION – It was determined the following group members would provide a 10 minute presentation at the next meeting:</p> <ul style="list-style-type: none"> • John Clarke • Lennie Anderson • Paul Mulvaney. <p>RECORD – Alternate venues were discussed.</p> <p>ACTION – Attendees to propose alternate locations that have capacity for presentations and group numbers.</p>	

MEETING CLOSED AT: 7:15pm

NEXT MEETING: February 2024.

Date: TBC

Time: TBC

Venue: TBC

DRAFT Heritage Advisory Group Action Plan 2023-24

Key Priority	Action	Lead/Partner	Status
1. Promotion and Support	Explore opportunities to showcase and gain support for heritage in Port Stephens.		
2. New initiatives	Advisory Group to collaborate by developing an action group to facilitate the auditing and development of content for Heritage events and sites in the Port Stephens area.		
3. Education and Communication	Advisory Group to collaborate with Council on the development of education and communication plans including things such as: <ul style="list-style-type: none">• Development of communication plans, knowledge sharing networks and school based education programs• Promotion of pre-existing documentation and experiences.		
4. Advocacy	Advocate to groups in support of highlighting the heritage of Port Stephens, including: <ul style="list-style-type: none">• Heritage groups• State and Federal government.		

Heritage Advisory Group

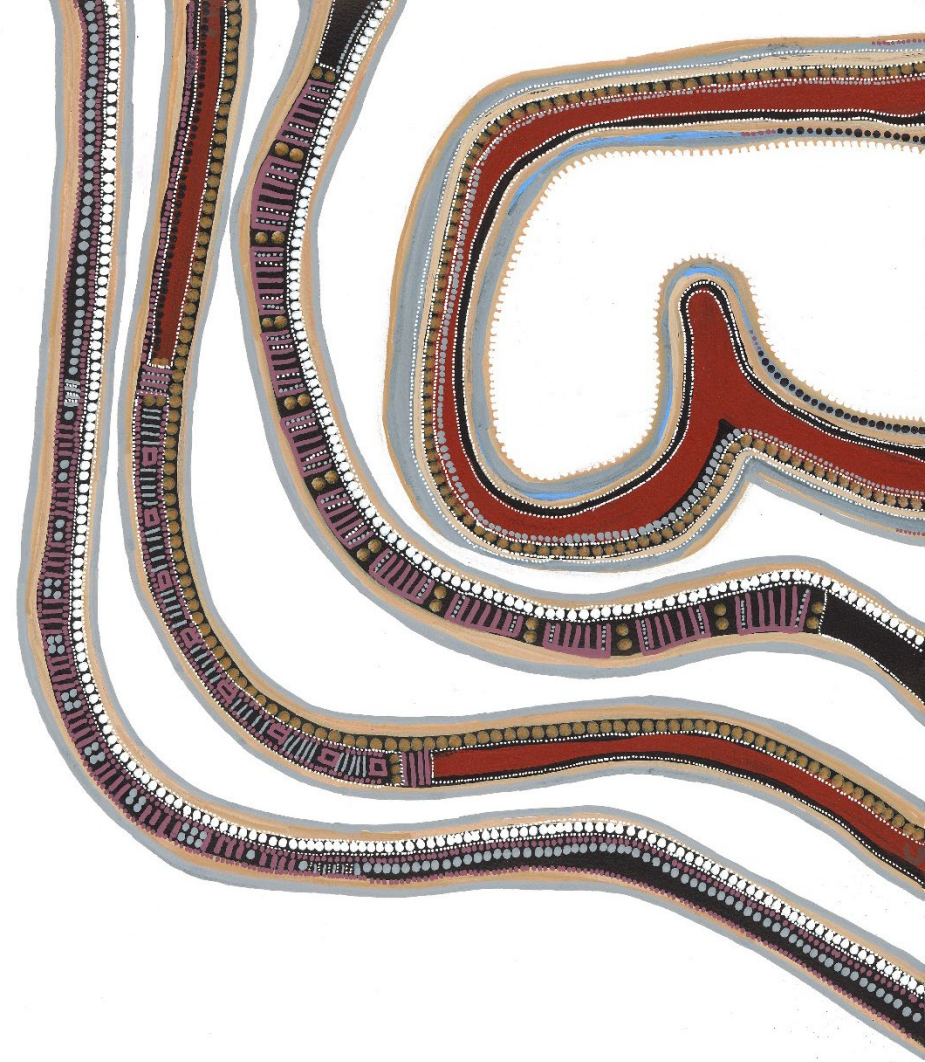
29 November 2023



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.



Chair Welcome



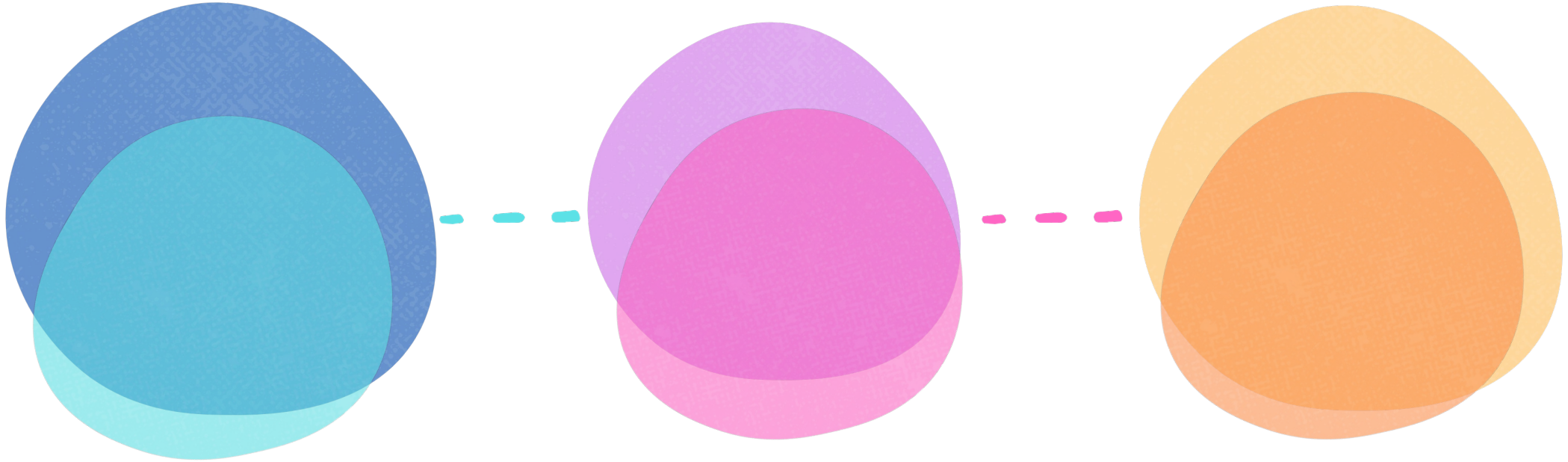
Royal Australian Historical Society – 2023 Conference





ROYAL AUSTRALIAN HISTORICAL SOCIETY 2023 Conference

Wagga Wagga - 21st-22nd October



Local and community
histories: digitising the past

Using oral history to
enhance local and family
history research

Role of museums and local
library services

main topics of focus

local and community histories: digitising the past


- important method to preserve and conserve artefacts.
- not every artefact needs to be preserved.
- consideration needed to store digitised records for an extended period of time.
- Digital Preservation Coalition
- Albury-Wodonga great example of utilising volunteer expertise - after



using oral history to enhance local and family research

- innovative at Goulburn,
run by the local studies library team and
volunteers.
- builds colour and depth to archival records.
- fills in some of the gaps in written historical
records.





role of museums and local library services

- library services along with volunteer assistance can digitise records including photographs and old rate books.
- possible grant funding includes -
 - providing a platform to share the work of local history groups.
 - importance of providing engaging video content.

role of museums and local library services

- great example of local library hosting website space devoted to local history -
- possible resource to utilise University of Newcastle students to assist in community projects.
- also to collaborate with City of Newcastle local studies.



Where to next?

- Enhance council library website with local heritage section, utilising volunteers from Heritage Advisory Group to build content.
- Acknowledge the value and importance of local history by incorporating interactive heritage walks on council website.
- Seek to host the 2025 Royal Australian Historical Society conference in Port Stephens.



Workshop – Events Calendar

Review and finalise calendar



Heritage Advisory Group
Event Calendar (WORKING DRAFT FOR COMMENT)

January	February	March
		<ul style="list-style-type: none"> Coastal walks – Indigenous walks Note: Mariners Walk Heritage Trail. Note: Tomaree Coastal Walk.
April	May	June
<ul style="list-style-type: none"> ANZAC Exhibition throughout April 2024, celebrating local ANZACs. Note: ANZAC Day is 25 April. Australian Heritage Festival 2024 (commences 18 April) 	<ul style="list-style-type: none"> Australian Heritage Festival 2024 (concludes 19 May) King Street Heritage Festival Note: Rotary Event. Note: Raymond Terrace Historic Town Walk. 	<ul style="list-style-type: none"> Lighthouse Celebrations (illumination) Note: International Lighthouse weekend is 17 August 2024 to 18 August 2024. 16 June 2023 to 22 June 2023: Refugee Week (Dutch and Timorese Camp at Bobs Farm). Note: World Refugee Day is 20 June 2024. Note: Refugee Week is 16 June 2024 to 22 June 2024.
July	August	September
<ul style="list-style-type: none"> NAIDOC Week (theme to be determined). Education week (event with Carol Ridgeway). 	<ul style="list-style-type: none"> Love Seafood Port Stephens. Note: this event is not funded. History of Fishing Industry. 	<ul style="list-style-type: none"> Tilligerry Open Gardens (includes a heritage/environment walk). Historic Houses and Gardens.
October	November	December
<ul style="list-style-type: none"> Karuah Timber and Oyster Festival 		<ul style="list-style-type: none"> 9 December 2023: Tili Fest, including, on Worimi culture.





Workshop – Actions Setting

PROMOTION AND SUPPORT

Suggested action for discussion: Explore opportunities to showcase and gain support for heritage in Port Stephens.

Nominated Group Actions from 23 August 2023

- Seeking grant opportunities to fund HAG actions and support heritage in Port Stephens
- Audit/investigate a Heritage trail and map, highlighting heritage monuments and places in Port Stephens
- Social media/lost Port Stephens - regular sharing of historical photos
- Develop/provide content to support the Council hosting of heritage information/stories/images on the Port Stephens Council/Library webpage
- Explore Tourism opportunities heritage sites and events will generate for Port Stephens





Workshop – Actions Setting

NEW INITIATIVES

Suggested action for discussion: Advisory Group to collaborate and facilitate the auditing/development of content for Heritage events and sites in the Port Stephens area.

Nominated Group Actions from 23 August 2023

- Draft calendar of Heritage events hosted in Port Stephens to be collated and distributed to group by Council Staff
- Group members to forward any future events and dates to Council Staff
- Investigate heritage group networking opportunities
- Carry out an audit of heritage monuments and places, to inform the development of a Heritage trail and map
- Audit of pre-existing heritage walks and education documents, to inform the development of a Heritage trail and map
- Organise and facilitate a yarning circle





Workshop – Actions Setting

EDUCATION AND COMMUNICATION

Suggested action for discussion: Advisory Group to collaborate with Council on the development of education and communication plans including things such as:

- Development of communication plans, knowledge sharing networks and school based education programs
- Promotion of pre-existing documentation and experiences

Nominated Group Actions from 23 August 2023

- Promote pre-existing Heritage walks and educational documents through socials and online platforms
- Develop a Communications Plan
- Organise school holiday programs - education week/book week
- Arrange a learning circle - equal for staff
- Research and collate side by side history stories
- Names of our suburbs/translation and places; interpretative signage
- Preparation and publication of themed local heritage books and information
- Ensure an opportunity for HAG members to share information





Workshop – Actions Setting

ADVOCACY

Suggested action for discussion: Advocate to groups in support of highlighting the heritage of Port Stephens.

- Heritage groups
- State and Federal government.

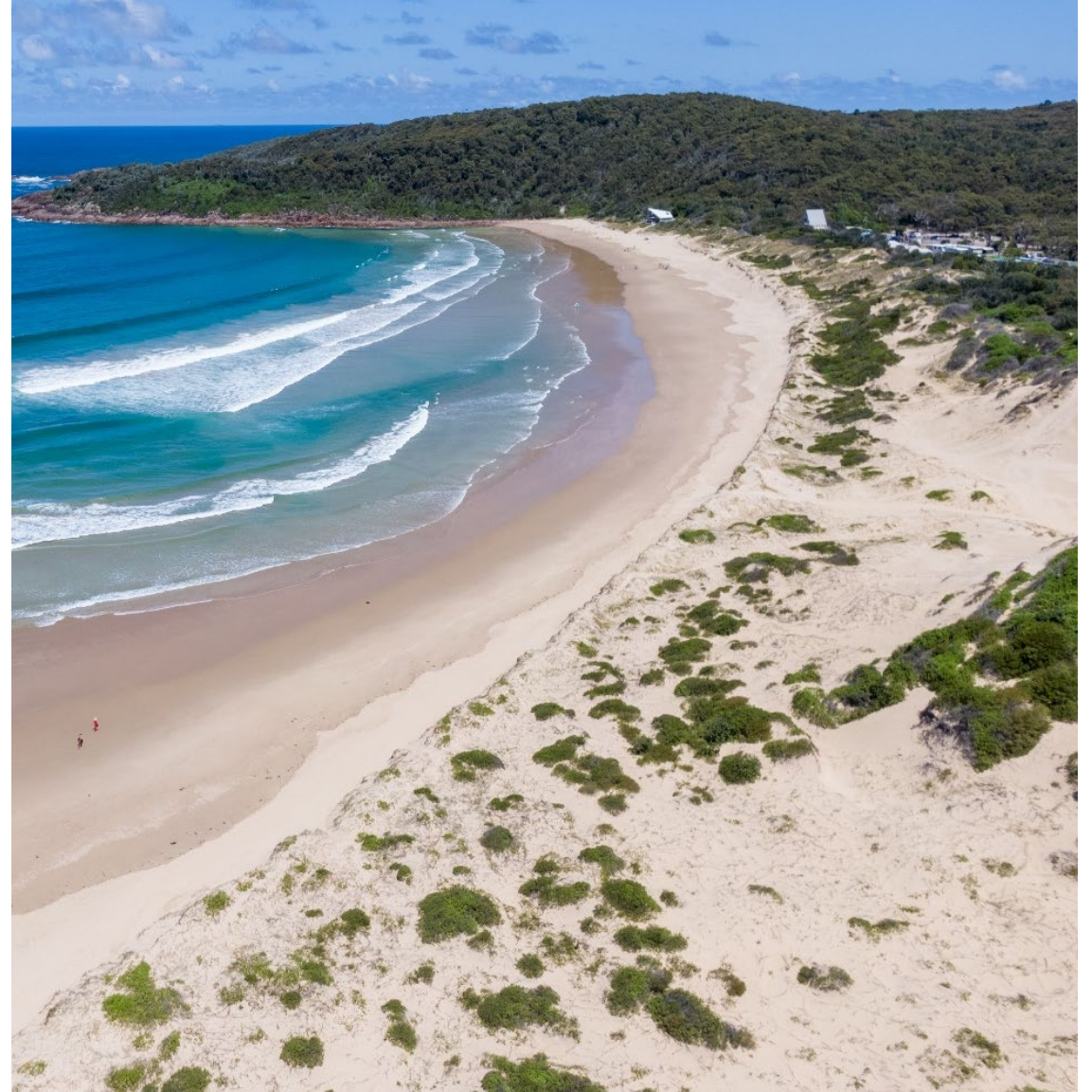
Nominated Group Actions from 23 August 2023

- Heritage groups to host conferences and events in Port Stephens
- State and Federal government regarding heritage matters to support heritage in Port Stephens
- Advocacy for heritage buildings i.e Tomago House



Meeting Close

- Next Meeting Location
- Final call for General Business
- Thank you for your attendance
- HAG minutes will be circulated within 7 working days, and will be available on Councils website
- Next meeting will be February 2024 (date to be finalised)



Thank you

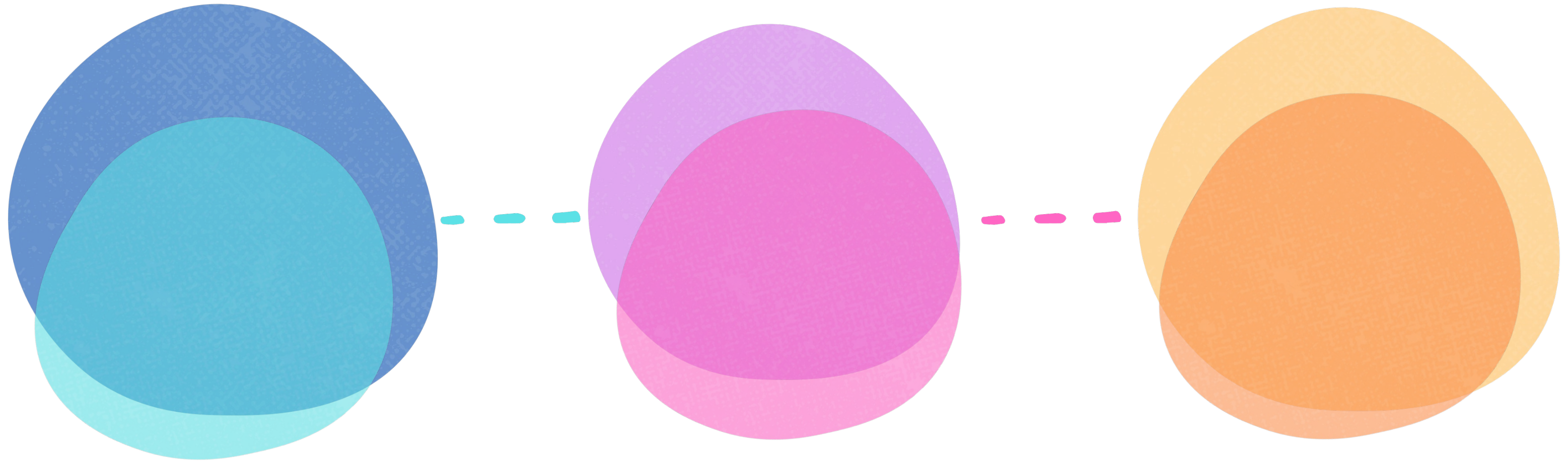


PORT STEPHENS
COUNCIL



ROYAL AUSTRALIAN HISTORICAL SOCIETY 2023 Conference

Wagga Wagga - 21st-22nd October



Local and community histories: digitising the past

Using oral history to enhance local and family history research

Role of museums and local library services

main topics of focus

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- important method to preserve and conserve artefacts.
- not every artefact needs to be preserved.
- consideration needed to store digitised records for an extended period of time.
- Digital Preservation Coalition
<https://www.dpconline.org/>
- Albury-Wodonga great example of utilising volunteer expertise - after [heritage review](#)



using oral history to enhance local and family research

- innovative [oral history project](#) at Goulburn, run by the local studies library team and volunteers.
- builds colour and depth to archival records.
- fills in some of the gaps in written historical records.





role of museums and local library services

- library services along with volunteer assistance can digitise records including photographs and old rate books.
- possible grant funding includes -

<https://www.nsw.gov.au/grants-and-funding/community-heritage-grants>

<https://www.dcceew.gov.au/parks-heritage/heritage/organisations/australian-heritage-council>

- providing a platform to share the work of local history groups.
- importance of providing engaging video content.

role of museums and local library services

- great example of local library hosting website space devoted to local history - <https://goulburn.spydus.com/cgi-bin/spydus.exe/MSGTRN/WPAC/HOME>
- possible resource to utilise University of Newcastle students to assist in community projects.
- also to collaborate with City of Newcastle local studies.



Where to next?

- Enhance council library website with local heritage section, utilising volunteers from Heritage Advisory Group to build content.
- Acknowledge the value and importance of **local** history by incorporating interactive heritage walks on council website.
- Seek to host the 2025 Royal Australian Historical Society conference in Port Stephens.



MEETING MINUTES

Meeting

Name:	Heritage Advisory Group		
Date:	23 August 2023	Time:	5 pm to 7 pm
Venue:	Port Stephens Council Admin Building and Zoom		
Chairperson:	Councillor Wells	Minutes:	Matthew Borsato
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 Kafer Port Stephens Council	Stephen Niland Independent Representative	Glen Short Independent Representative
Carol Ridgeway-Bissett 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.	Mr Lennie Anderson OAM ASM Worimi Nation Traditional Aboriginal Elders Custodian Group - Worimi LALC. Worimi Knowledge Holders Inc.	Mathew Egan Port Stephens Council
Emily Allen Port Stephens Council	Matthew Borsato Port Stephens Council		

The following guests are invited to attend:

Brock Lamont Port Stephens Council	Elizabeth Akerman Port Stephens Council		
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Apologies

Dennis Corr Tomaree Headland Heritage Group Inc.	Paul Mulvaney Karuah History Group		
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Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
MEETING COMMENCED AT: 5 pm					
1.0	WELCOME AND APOLOGIES				
1.1	Acknowledgement of country We acknowledge the Worimi people as the original Custodians and inhabitants of Port Stephens. We acknowledge and pay respects to Worimi elders past and present. May we walk the road to tomorrow with mutual respect and admiration as we care for the beautiful land and waterways together.	2 mins	Chairperson	RECORD – Acknowledgement of Country undertaken.	Nil.
1.2	Chair Welcome	2 mins	Chairperson	RECORD – Councillor Wells welcomed the group and provided an overview of importance of the group.	Nil.

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.3	Introductions	10mins	Chairperson	<p>RECORD – Each person introduced themselves, groups connected to, their favourite place in Port Stephens and their passion for heritage.</p> <p>RECORD – The importance of indigenous heritage was discussed and supported by the group.</p>	Nil.
2.0 BUSINESS ITEMS					
2.1	Meeting Code of Cooperation	5 mins	Mathew Egan	RECORD – The meeting code of cooperation was summarised.	Nil.
2.2	Heritage Advisory Group – Terms of Reference	5 mins	Mathew Egan	<p>RECORD – 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.</p> <p>ACTION – It was agreed that meetings are to be held in Raymond Terrace</p>	Next meeting.
2.3	Meeting structure and format	5 mins	Mathew Egan	<p>RECORD – The group was provided with a summary of meeting structure and format.</p> <p>RECORD – Meetings are to be held in Raymond Terrace in the first instance, with the option to meet at alternative locations, for example, a heritage building in LGA.</p>	Nil.

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				ACTION – It was agreed that the chairperson has the option to call additional meetings.	
2.4	Workshop – Group expectations	10 mins	Mathew Egan	RECORD – The group went around the room and each individual noted their expectations for participation in the Heritage Advisory Group.	Nil.
2.5	What's happening across Council	10 mins	Mathew Egan	RECORD – The group was provided with an overview of Council's role and function in the heritage space. The PowerPoint presentation is included as Attachment 1 to the minutes.	Nil.
2.6	Workshop – Upcoming events	20 mins	Chairperson	RECORD – Cr Wells distributed a calendar to capture various heritage events. Group members wrote down potential events. ACTION – Council officers to collate and distribute the draft calendar ahead of the next meeting. The events calendar is included as Attachment 2 to the minutes.	Nil. Next meeting.
2.7	Workshop – Action setting	30 mins	Elizabeth Akerman	RECORD – The group used post it notes to list key actions they would like the Group to achieve.	Nil.

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>ACTION – Council officers to collate draft actions and distribute ahead of the next meeting.</p> <p>The draft actions are included as Attachment 3 to the minutes.</p>	Next meeting.
2.8	Wrap Up	10 mins	Chairperson	<p>RECORD – Councillor Wells and Councillor Kafer thanked attendees for their participation.</p>	Nil.
3.0 OTHER MATTERS					
3.1	Nil.		Chairperson		

MEETING CLOSED AT: 7 pm

NEXT MEETINGS:

Date: 29 November 2023

Time: 5 pm to 7 pm

Venue: Port Stephens Council Admin Building and Zoom



Heritage Advisory Group

Event Calendar (WORKING DRAFT FOR COMMENT)



January	February	March
<ul style="list-style-type: none"> - Marys event 		<ul style="list-style-type: none"> • Coastal walks – Indigenous walks Note: Mariners Walk Heritage Trail. Note: Tomaree Coastal Walk.
April	May	June
<ul style="list-style-type: none"> • ANZAC Exhibition throughout April 2024, celebrating local ANZACs. Note: ANZAC Day Is 25 April. • Australian Heritage Festival 2024 () • Karuah Heritage talk 20 April 2024 – 7pm Karuah RSL 	<ul style="list-style-type: none"> • Australian Heritage Festival 2024 (concludes 19 May) • King Street Heritage Festival Note: Rotary Event. Note: Raymond Terrace Historic Town Walk. 	<ul style="list-style-type: none"> • Lighthouse Celebrations (illumination) Note: International Lighthouse weekend is 17 August 2024 to 18 August 2024. • 16 June 2023 to 22 June 2023: Refugee Week (Dutch and Timorese Camp at Bobs Farm). Note: World Refugee Day is 20 June 2024. Note: Refugee Week is 16 June 2024 to 22 June 2024.
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October	November	December
<ul style="list-style-type: none"> • Karuah Timber and Oyster Festival • John Clarke – Book Launch stall or talk at RSL 		<ul style="list-style-type: none"> • 10 December 2023: Tilli Fest, including, on Worimi culture.