

# MEETING AGENDA



## Meeting

<b>Team Name:</b>	Birubi Point Cultural Heritage Advisory Panel		
<b>Date:</b>	13 April 2023	<b>Time:</b>	12pm – 3pm
<b>Chairperson:</b>	Janelle Gardner	<b>Venue:</b>	Birubi Point Surf Lifesaving Club
<b>Purpose of Meeting:</b>	Birubi Point Aboriginal Place Cultural Heritage Advisory Panel Quarterly Meeting		
<b>File:</b>	PSC2014-00747		

## Attendance

Janelle Gardener Port Stephens Council	Cr Jason Wells Port Stephens Council	Val Merrick Worimi Local Aboriginal Land Council (Board Member)	Neville Lilley Worimi Local Aboriginal Land Council (Board Member)
Greg Kable Port Stephens Council	Andrew Smith Worimi Local Aboriginal Land Council (CEO)	Rachel Reese National Parks and Wildlife Service	Rob Duff Anna Bay Community Representative
Charlotte McCabe Worimi Conservation Lands Board of Management	Norm Barnes Birubi Point Surf Life Saving Club	Dave Feeney Registered Aboriginal Traditional Owner of Worimi Conservation Lands (Worimi Conservation Lands Board of Management)	Lorraine Lilley Registered Aboriginal Traditional Owner of Worimi Conservation Lands (Worimi Conservation Lands Board of Management)

The following guests are invited to attend:

Cassandra Kottaras Port Stephens Council	Phillip Miles Port Stephens Council	Jay Ross Port Stephens Council	Dave Brown National Parks and Wildlife
Scott Christie Port Stephens Council	Kris Sheppard National Parks and Wildlife	Tim Buykx Moir Landscape Architecture	Adam Faulkner National Parks and Wildlife
Pat Lawless Royal Haskoning DHV			

Apologies

Nadine Russell Worimi Local Aboriginal Land Council (Board Member)	Jamie Tarrant Registered Aboriginal Traditional Owner of Worimi Conservation Lands (Worimi Conservation Lands Board of Management)	Rob Micheli NSW Crown Lands	
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Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
<b>1.0</b>	<b>WELCOME</b>				
1.1	Welcome to country	5 mins			
<b>2.0</b>	<b>URGENT MATTERS</b>				
2.1	Birubi Point Aboriginal Place Tourism Transport Interchange Project Update	15 mins	Phil Miles		
2.2	Birubi Point Aboriginal Place Tourism Transport Interchange Landscaping Update	15 mins	Tim Buykx		

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.3	Port Stephens Coastal Management Program	30mins	Cassandra Kottaras		
2.4	Event management within the Aboriginal Place	20 mins	Janelle Gardner		
2.5	Birubi Point Major Event – Buna Bimbayga	10 mins	Janelle Gardner		
2.6	Tomaree Coastal Walk	20 mins	Dave Brown		
2.7	Road Maintenance – Kerb and Guttering	10 mins	Greg Kable		
<b>General Business</b>					

### MEETING CLOSED AT:

### NEXT MEETINGS

Date: 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 7 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.
Meeting will not proceed with less than 4 Worimi community representatives.	Respect the decision of the Chair.
Panel members will be trained in cultural awareness.	Practice good listening – PLUS we will have fun