

MEETING AGENDA



Meeting

Team Name: Birubi Point Cultural Heritage Advisory Panel

Date: 13 July 2023

Time: 12pm – 3pm

Venue: Birubi Point Surf Lifesaving Club

Chairperson: Janelle Gardner

Minutes: Laura Mulvihill

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

File: PSC2014-00747

Attendance

Janelle Gardener Port Stephens Council	Andrew Smith Worimi Local Aboriginal Land Council (CEO)	Val Merrick Worimi Local Aboriginal Land Council (Board Member)	Neville Lilley Worimi Local Aboriginal Land Council (Board Member)
Greg Kable Port Stephens Council	Rohan Fisher Birubi Point Surf Life Saving Club	Rachel Reese National Parks and Wildlife Service	Nadine Russell Worimi Local Aboriginal Land Council (Board Member)
Charlotte McCabe Worimi Conservation Lands Board of Management	Jamie Tarrant Registered Aboriginal Traditional Owner of Worimi Conservation Lands (Worimi Conservation Lands Board of Management)	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)
Sarah Smith	Dave Brown		

Community Business Representative

National Parks and Wildlife Service

The following guests are invited to attend:

Apologies

Rob Duff
Anna Bay Community Representative

Rob Micheli
NSW Crown Lands

Cr Jason Wells
Port Stephens Council

Adam Faulkner
National Parks and Wildlife Service

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.0	WELCOME				
1.1	Introduction and overview of meeting	5 mins	Janelle Gardner		
1.1	Welcome to Country	5 mins	Uncle Neville		
2.0	URGENT MATTERS				
2.1	Review of previous meeting actions	10 mins	Janelle Gardner		
2.2	Birubi Point Aboriginal Place Tourism Transport Interchange Project Update	15 mins	Greg Kable		
2.3	Review of S146 Expenditure	15 mins	Janelle Gardner		
2.4	Road Maintenance – Kerb and Guttering	10 mins	Greg Kable		
2.5	Birubi Point Aboriginal Place Plan of Management – Review	10mins	Janelle Gardner		
	General Business				

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.6	Smart Parking	10 mins	Greg Kable		

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