

MEETING MINUTES



Meeting

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

Attendance

Janelle Gardner Port Stephens Council	Andrew Smith Worimi Local Aboriginal Land Council (CEO)	Sarah Smith Community Business Representative	Neville Lilley Worimi Local Aboriginal Land Council (Board Member)
Greg Kable Port Stephens Council	Greg Williams Birubi Point Surf Life Saving Club	Lorraine Lilley Registered Aboriginal Traditional Owner of Worimi Conservation Lands (Worimi Conservation Lands Board of Management)	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)		

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
Rachel Reese National Parks and Wildlife Service	Dave Feeney Registered Aboriginal Traditional Owner of Worimi Conservation Lands (Worimi Conservation Lands Board of Management)	Dave Brown 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		
1.2	Welcome to Country	5 mins	Uncle Neville		
2.0	URGENT MATTERS				
2.1	Review of previous meeting actions	10 mins	Janelle Gardner	Janelle provided an update on the action items including the current status	
2.2	Birubi Point Aboriginal Place Tourism Transport Interchange Project Update	30 mins	Greg Kable	Greg outlined the current status with grant bodies, preliminary works and sand management. Details on various sand management options were provided with preferred methods discussed.	
2.3	Review of S146 Expenditure	30 mins	Janelle Gardner	Janelle provided an overview of S146 income and expenditure for the past five years. Concerns were raised	December 2024

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>regarding the use of funds for cleaning and other items outside of the aboriginal place.</p> <p>ACTION: Include a review of how S146 funds are distributed as part of the review of Management Plan.</p> <p>ACTION: Engage with the Advisory Panel on the use of smart parking revenue for the Aboriginal Place</p>	August
2.4	Road Maintenance – Kerb and Guttering	10 mins	Greg Kable	<p>Greg outlined issues around kerb and guttering and impacts of drainage on site particularly around the junction of the carpark and exit road from the carpark.</p> <p>ACTION: Council to investigate options around infiltration drainage to allow kerb and guttering</p> <p>ACTION: Council to investigate water pooling around entrance road (near junction of carpark and exit road)</p>	December December
2.5	Smart Parking	15 mins	Greg Kable	Janelle outlined the proposed Smart Parking installation. Greg K provided information on installation and types of infrastructure that could be used across the Aboriginal Place.	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				ACTION: Surf Club to be included as a stakeholder for engagement	September
2.6	Birubi Point Aboriginal Place Management Plan	10 mins	Janelle Gardner	<p>Janelle provided an overview of an approach to review the Management Plan in line with the required Plan of Management for the site.</p> <p>Discussion occurred around the importance of this work and the issues that need to be resolved including events, filming, budgets, works on Aboriginal Place and the bottom carpark.</p> <p>ACTION: Janelle to determine the process and timelines for planning for the Aboriginal Place.</p>	March 2024
3.0					
				<p>Greg W raised issues around sand build up and trip hazards. Also outlined the issues around the pits, sand build up and concerns the surf club has regarding safety.</p> <p>ACTION: Council to arrange a site meeting with Greg and Rohan to understand issues on site and develop plan to immediately resolve any safety</p>	August

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				issues and develop program for ongoing improvements at the site.	
				<p>Aunty Lorraine raised concerns regarding no handrail on path to beach (to side of surf club). Greg W outlined issues with accessibility to beach.</p> <p>ACTION: Council to meet on site with surf club to understand accessibility issues</p> <p>ACTION: Council to seek funding opportunities to improve accessibility to beach</p> <p>ACTION: Council to investigate installing a handrail on this path to help accessibility - surf club to be included as part of the consultation on the scope and installation of any handrail</p>	<p>Ongoing</p> <p>December</p>

MEETING CLOSED AT: 1.50pm

NEXT MEETINGS

Date:

Time:

Venue:

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