

MEETING MINUTES



Meeting	Port Stephens 355C Australia Day Committee		
Team Name:	Vibrant Places		
Date:	11/09/2025	Time:	4:00pm – 5:00pm
Chairperson:	Mayor Anderson	Venue:	PSC Admin Building: Committee Room
Minutes:	Jessica McDonald		
Purpose of Meeting:	Port Stephens 355C Australia Day Committee plans Australia Day approach for the Port Stephens Local Government Area		
File:	PSC2017-00473		

The following guests are invited to attend:

Mayor Anderson Port Stephens Council	Councillor Arnott Port Stephens Council	Councillor Errington Port Stephens Council	Councillor Niland Port Stephens Council
Doug Cross Nelson Bay Sub Committee	Lue Fagan Nelson Bay Sub Committee	Adam Nicholas Rotary of Raymond Terrace	Bruce Gendre Rotary of Raymond Terrace
Kevin Coleman Tilligerry Lions Club	Kate Connor Port Stephens Council	Chantelle Sives Port Stephens Council	Jessica McDonald Port Stephens Council

Apologies:

Councillor Francis Port Stephens Council	Chris Fraser Karuah RSL		
---	----------------------------	--	--

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.0	WELCOME				
1.1	Welcome and Acknowledgement of Country	2 mins	Chair	Record: Completed by the Mayor	
2.0	BUSINESS ITEMS				
2.1	Port Stephens 355C Australia Day Committee purpose	5 mins	Chair	Record: Noted Annual Awards brought forward to this meeting to allow for panel nominations.	
2.2	Australia Day Internal Review Update	15 mins	Kate Connor	<p>Council's internal review process and outcomes presented to committee including benchmarking with other Councils.</p> <p>Decision: Continue with current approach to deliver Australia Day events with more robust evaluation processes. All will work on ways to refresh and improve events.</p> <p>Record: Australia Day proposed budgets will go to the next council meeting for endorsement.</p> <p>Action: Investigate the possibility of hosting the pool party on a different day. For example, on the Triple J, hottest 100 day at Raymond Terrace and Tomaree pools.</p> <p>Action: Create a community survey about the 2026 events</p> <ul style="list-style-type: none"> -short and purposeful. -Focus the survey on the event only and its outcomes rather than personal opinions on the meaning of Australia Day. -Suggested staff are located at a central table and can hand out flags upon completion of the survey. 	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>-Ask vendors to display a QR Code for people to scan and complete.</p> <p>-Use social media to promote the survey</p> <p>-Look to duplicate the Illuminate survey for Australia Day.</p> <p>Action: Seek improvements for the communications ensuring the message is consistent. Look at a council web page and banner to host all event information.</p> <p>Action: Send media kit to broader community groups to share with their networks to increase communication coverage</p>	
2.3	Nelson Bay update	5 mins	Nelson Bay Sub-Committee	<p>Record: Deliver a similar program to last year. Looking at vendors in the coming weeks. A few tweaks to the schedule to encourage a larger crowd. Would like to include Flight pass again, and will coordinate with Raymond Terrace events so they can improve the communications to when it is taking place to prepare the crowd.</p>	
2.4	Raymond Terrace update	5 mins	Raymond Terrace Rotary	<p>Record: Deliver the same program as last year. Marching Koalas to open the event. Looking to include the addition of water slides to the event. This will however increase the costs due to insurances. Council assets also need to be taken into consideration</p>	
2.5	Karuah update	5 mins	Karuah RSL	<p>Record: Chantelle Sives spoke on behalf of Chris Fraser and confirmed Karuah event will be similar to last year with the community looking forward to the event annually.</p>	
2.6	Tilligerry update	5 mins	Lions Club of Tilligerry	<p>Record: Working with the Tilligerry Community Association to create a whole day event.</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>Recruiting the local junior soccer club and Little Athletics' club to provide additional volunteers and ideas.</p> <p>Looking at water slides for the event to increase numbers.</p> <p>Requested Council not licence activities at the venue in the days prior to Australia Day, as it took away from the attendees on the day.</p>	
2.7	Next Steps for 2026 events	5 mins	Chantelle Sives	<p>Record: Council will work with community groups on their events with an allocated Vibrant Places Officer for each organisation.</p> <p>Small changes will be required to agreements, budget reporting, and risk paperwork as a result of the review. Improvements also need to be made in integration of the Council led formal proceedings to community events to ensure consistency in the formal proceedings.</p> <p>Action: Council to investigate if additional staff support is available. Staff support ideas include -provide a few additional staff members to help with manual handling of the set up.</p>	
2.8	Annual Awards Panel	5 mins	Chair	<p>Decision: Community Members nominated for the Annual Awards Panel:</p> <ul style="list-style-type: none"> - Bruce Gendre - Doug Cross - Kevin Colman <p>Action: Mayor to nominate the freeman.</p>	
3.0	OTHER MATTERS				
3.1	General Business		Chair	Record: No general business to report	

MEETING CLOSED AT: 4:55pm

NEXT MEETINGS

Date: Thursday 20 November 2025

Time: 4:00pm – 5:00pm

Venue: Port Stephens Council Admin Building and Zoom

MEETING CODE OF COOPERATION

We start on time and finish on time.

We all participate and contribute – everyone is given opportunity to voice their opinions.

We use improvement tools that enhance meeting efficiency and effectiveness.

We actively listen to what others have to say, seeking first to understand then to be understood.

We follow up on the actions we are assigned responsibility for and complete them on time.

We give and receive open and honest feedback in a constructive manner.

We use data to make decisions (whenever possible).

We strive to continually improve our meeting process and build time into each agenda for reflection.

We will promote best practice, keeping open minds, combining our experiences and shared learnings to inform our deliberations.

355c Australia Day Committee Actions

Item	Topic	Action/Decision	Responsible Officer	Date to be Completed	Status
11 September 2025					
2.2	Australia Day Internal Review Update	Action: Investigate the possibility of hosting the pool party on the Triple J, hottest 100 day at Raymond Terrace and Tomaree pools.	Council	November 20	
		Action: Seek improvements for the communications ensuring the message is consistent. Look at a council web page and banner to host all event information.	Council	November 20	

		Action: Send media kit to broader community groups to share with their networks to increase communication coverage	Council	November 20	
2.7	Next Steps for 2026 events	Action: Council to investigate if additional staff support is available. Staff support ideas include -provide a few additional staff members to help with manual handing of the set up (putting posts in the ground, climbing heights etc).	Council	November 20	
2.8	Annual Awards Panel	Action: Mayor to nominate a Freeman of Port Stephens.	Mayor	September 15	