

MEETING AGENDA



Meeting	Port Stephens 355C Australia Day Committee				
Team Name:	Vibrant Places				
Date:	11/09/2025	Time:	4:00pm – 5:00pm	Venue:	PSC Admin Building: Committee Room
Chairperson:	Mayor Anderson			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 Francis Port Stephens Council
Councillor Niland Port Stephens Council	Doug Cross Nelson Bay Sub Committee	Adam Nicholas Rotary of Raymond Terrace	Kevin Coleman Lions Club of Tilligerry
Chris Fraser Karuah RSL	Kate Connor Port Stephens Council	Chantelle Sives Port Stephens Council	Jessica McDonald Port Stephens Council

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		
2.0	BUSINESS ITEMS				
2.1	Port Stephens 355C Australia Day Committee purpose	5 mins	Chair		

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.2	Australia Day Internal Review Update	20 mins	Kate Connor		
2.3	Nelson Bay update	5 mins	Nelson Bay Sub-Committee		
2.4	Raymond Terrace update	5 mins	Raymond Terrace Rotary		
2.5	Karuah update	5 mins	Karuah RSL		
2.6	Tilligerry update	5 mins	Lions Club of Tilligerry		
2.7	Next Steps	5 mins	Chantelle Sives		
3.0	OTHER MATTERS				
3.1	General Business		Chair		

MEETING CLOSED AT:

NEXT MEETINGS

Date: Tuesday 4 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.