

MEETING AGENDA



Meeting	Port Stephens 355C Australia Day Committee		
Team Name:	Vibrant Places		
Date:	Thursday 20 th November 2025	Time:	4:00pm – 5:00pm
		Venue:	PSC Administration Building: Committee Room
Chairperson:	Mayor Anderson	Minutes:	Jess 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	Lue Fagan Nelson Bay Sub Committee	Adam Nicholas Rotary of Raymond Terrace
Bruce Gendre Rotary of Raymond Terrace	Kevin Coleman Lions Club of Tilligerry	Chris Fraser Karuah RSL	Kate Connor Port Stephens Council
Chantelle Sives Port Stephens Council	Nikki Spillane 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	2mins	Chair		

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.0	BUSINESS ITEMS				
2.1	Outstanding Actions from previous minutes of last meeting 11 September 2025	5mins	Chair	<p>Action: Investigate the possibility of hosting the pool party on the Triple J, hottest 100 day at Raymond Terrace and Tomaree pools.</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: Create a community survey about the 2026 events</p> <p>Action: Send media kit to broader community groups to share with their networks to increase communication coverage</p> <p>Action: Council to investigate if additional staff support is available.</p>	
2.2	Ambassador Update	5mins	Kate Connor		
2.3	Pool Party Update	10mins	Kate Connor		
2.4	Sponsorship Update	5mins	Kate Connor		
2.5	Nelson Bay update	5mins	Nelson Bay Sub-Committee	<ul style="list-style-type: none"> • Program Activities • Budget 	
2.6	Raymond Terrace update	5mins	Rotary of Raymond Terrace	<ul style="list-style-type: none"> • Program Activities • Budget 	
2.7	Tilligerry Update	5mins	Tilligerry Lions Club	<ul style="list-style-type: none"> • Program Activities 	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.8	Karuah Update	5mins	Karuah RSL	<ul style="list-style-type: none"> • Program Activities 	
3.0	OTHER MATTERS				
3.1	General Business		Chair		

MEETING CLOSED AT:

NEXT MEETINGS

Date: 26 February 2026

Time: 4:00pm

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.