

MEETING MINUTES

Meeting	Port Stephens 355C Australia Day Committee		
Team Name:	Vibrant Places		
Date:	Thursday 20 November 2025	Time:	4:00pm – 5:00pm
Chairperson:	Councillor Errington	Venue:	PSC Administration Building: Committee Room
Minutes:			
Purpose of Meeting:	Port Stephens 355C Australia Day Committee plans Australia Day approach for the Port Stephens Local Government Area.		
File:	PSC2017-00473		

Attendance

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	Bruce Gendre Rotary of Raymond Terrace	Kate Connor Port Stephens Council
Chantelle Sives Port Stephens Council	Nikki Spillane Port Stephens Council		

Apologies

Mayor Anderson Port Stephens Council	Lue Fagan Nelson Bay Sub Committee	Kevin Coleman Lions Club of Tilligerry	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	2min	Chair	Record: Completed by Councillor Errington	
2.0	BUSINESS ITEMS				
2.1	Outstanding Actions from previous minutes of last meeting 11 September 2025.	5mins	Chair	Record: A community survey is being prepared and will be shared with the committee prior to the event.	
2.2	Ambassador Update	5min	Kate Connor	Record: Council have applied for an Australia Day Ambassador and are awaiting confirmation on who it will be.	
2.3	Pool Party Update	10mins	Kate Connor	Decision: It was agreed that Raymond Terrace and Tomaree pools will host a pool party on Saturday 24 January 2026. The budget for the pool parties will be \$10,000.	
2.4	Sponsorship Update	5mins	Kate Connor	<p>Record: Veolia have agreed to sponsor the bins for events at Raymond Terrace, Tilligerry, and Nelson Bay.</p> <p>Record: Raymond Terrace Bowling Club will sponsor the Raymond Terrace Australia Day BBQ (\$3,000).</p> <p>Record: Could be an additional sponsor from Marquis for Nelson Bay Australia Day. Sponsor will provide shirts for the committee.</p>	

2.5	Nelson Bay Update	5mins	Nelson Bay Sub-Committee	<p>Record: Nelson Bay shared proposed program of activities and budget. The program is similar to previous years. The event will start at 9am rather than 9:30am. The event will continue to conclude at 3:45pm.</p> <p>Record: Nelson Bay committee confirmed that they will move the Citizenship Ceremony marquee away from the band, as requested by Council.</p>
2.6	Raymond Terrace Update	5mins	Rotary of Raymond Terrace	<p>Record: Raymond Terrace committee shared proposed program of activities and budget. Program similar to previous years. New additions include an ice-skating rink, car club and water slides. Raymond Terrace is currently sitting over budget.</p> <p>Action: Raymond Terrace to invite Fire & Rescue NSW to Australia Day event along with RFS and SES who will already be in attendance.</p>
2.7	Tilligerry Update	5mins	Tilligerry Lions Club	<p>Record: Tilligerry representative not in attendance</p>
2.8	Karuah Update	5mins	Karuah RSL	<p>Record: Karuah representative not in attendance</p>

3.0 OTHER MATTERS					
3.1	General Business		Chair	<p>Record: Councillor Arnott raised the significance of having flags to give away to the community at the Australia Day events.</p> <p>Action: Council to investigate purchasing flags for the Raymond Terrace and Nelson Bay events.</p>	

MEETING CLOSED AT: 4:27pm

NEXT MEETINGS

Date: 26 February 2026

Time: 4:00pm-5:00pm

Venue: Port Stephens Council Admin Building and Teams

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.
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.

355c Australia Day Committee Actions

Item	Topic	Action/Decision	Responsible Officer	Date to be Completed	Status
11 September 2025					
2.6	Raymond Terrace Update	Action: Raymond Terrace to invite Fire & Rescue NSW to Australia Day event along with RFS and SES who will already be in attendance	Rotary of Raymond Terrace	1 December 2025	
3.1	General Business	Action: Council to investigate purchasing flags for the Raymond Terrace and Nelson Bay events.	Council	14 December 2025	