

# MEETING AGENDA



<b>Meeting</b>	Port Stephens 355C Australia Day Committee		
<b>Team Name:</b>	Vibrant Places		
<b>Date:</b>	Wednesday 4 <sup>th</sup> March 2026	<b>Time:</b>	4:00pm – 5:00pm
		<b>Venue:</b>	PSC Administration Building: Committee Room
<b>Chairperson:</b>	Mayor Anderson	<b>Minutes:</b>	Holly Moltzen
<b>Purpose of Meeting:</b>	Port Stephens 355C Australia Day Committee plans Australia Day approach for the Port Stephens Local Government Area		
<b>File:</b>	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	Amber Herrmann Port Stephens Council
Chantelle Sives Port Stephens Council	Holly Moltzen Port Stephens Council		

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
<b>1.0</b>	<b>WELCOME</b>				
1.1	Welcome and Acknowledgement of Country	2mins	Chair		

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
<b>2.0</b>	<b>BUSINESS ITEMS</b>				
2.1	Outstanding Actions from previous minutes of last meeting 21 November 2025	1mins	Chair		
2.2	Survey Results	10mins	Amber Herrmann		
2.3	Pool Party Report	2mins	Amber Herrmann	<ul style="list-style-type: none"> <li>• What worked well</li> <li>• Improvements</li> <li>• Budget</li> </ul>	
2.4	Nelson Bay Report	10mins	Nelson Bay Sub-Committee	<ul style="list-style-type: none"> <li>• What worked well</li> <li>• Improvements</li> <li>• Budget</li> </ul>	
2.5	Raymond Terrace Report	10mins	Rotary of Raymond Terrace	<ul style="list-style-type: none"> <li>• What worked well</li> <li>• Improvements</li> <li>• Budget</li> </ul>	
2.6	Tilligerry Report	5mins	Tilligerry Lions Club	<ul style="list-style-type: none"> <li>• What worked well</li> <li>• Improvements</li> </ul>	
2.7	Karuah Report	5mins	Karuah RSL	<ul style="list-style-type: none"> <li>• What worked well</li> <li>• Improvements</li> </ul>	
2.8	Recommendations for 2027 event	10mins	Amber Herrmann		
<b>3.0</b>	<b>OTHER MATTERS</b>				
3.1	General Business		Chair		

**MEETING CLOSED AT:**

## NEXT MEETINGS

**Date: September 2026**

**Time: TBC**

**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.