

MEETING MINUTES

Meeting	Port Stephens 355C Australia Day Committee		
Team Name:	Vibrant Places		
Date:	Wednesday 4 March 2026	Time:	4:00pm – 5:00pm
Venue:	PSC Administration Building: Committee Room		
Chairperson:	Councillor Errington	Minutes:	Nikki Spillane
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	Doug Cross Nelson Bay Sub-Committee
Adam Nicholas Rotary of Raymond Terrace	Bruce Gendre Rotary of Raymond Terrace	Chris Fraser Karuah RSL	Amber Herrmann 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
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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 21 November 2025	1mins	Chair	Record: No outstanding actions	
2.2	Survey Results	10mins	Amber Herrmann	Record: Reported survey results from four community events and pool parties	
2.3	Pool Party Report	10mins	Kate Connor	<p>Record: Trial Pool Party on a Saturday was successful. Attendance numbers at the pool remained similar to previous Australia Day.</p> <p>Pool parties attract high visitation when compared to other Saturdays in January Lakeside Leisure Centre 230% increase Tomaree Aquatic Centre 423% increase</p> <p>Attendance at the Riverside Park, Raymond Terrace Australia Day were higher than previous years.</p> <p>Decision: Support for Raymond Terrace and Tomaree pools to host a pool party on Saturdays for 2027 event if grant funding is secured.</p>	
2.4	Nelson Bay Report	10mins	Nelson Bay Sub-	Record: The Nelson Bay Sub-Committee (NBSC) reported the event was a success,	

			Committee	<p>attracting more than 7,000 attendees.</p> <p>Council staff were acknowledged and thanked.</p> <p>Challenges identified included difficulties with access to the in/out parking gate.</p> <p>Action: Council and NBSC to investigate improved parking access for 2027.</p> <p>Decision: Australia Day Award recipients bios to be only read if the recipient is present at the Nelson Bay event.</p>	
2.5	Raymond Terrace Report	10mins	Rotary of Raymond Terrace	<p>Record: Rotary of Raymond Terrace reported that the event was well attended and overall successful.</p> <p>Decision: Event MC to provide additional commentary, including pilot information, aircraft type and aviation facts to build anticipation for the RAAF fly-past.</p> <p>Concerns were raised regarding the Australia Day breakfast.</p> <p>Suggestions for future breakfast arrangements included:</p> <ul style="list-style-type: none"> • Review the allocation of the \$3,000 sponsorship from the Bowling Club. • Increase volunteer support (similar to 	

				<p>the NAIDOC event which utilises four BBQs across site to avoid long lines).</p> <ul style="list-style-type: none"> • Provide free sausages only, with additional food items such as bacon and egg rolls available for purchase. • Rotary and Lions Clubs no longer receive payment for their services <p>Action: Rotary and Council to review event data and report back on BBQ costs allocation.</p> <p>Action: Rotary and Lions to review the current breakfast model and present recommendations at the next meeting.</p>	
2.6	Tilligerry Report	5mins	Tilligerry Lions Club	NA	
2.7	Karuah Report	5mins	Karuah RSL	<p>Record: Attendance at RSL was approximately 1,000 people and 1,500 for the fireworks display. The event successfully raised funds for the Rural Fire Service.</p> <p>Record: A road closure was implemented this year due to wind conditions.</p> <p>Action: Karuah RSL will review whether the road closure was a one-off requirement or if it should be incorporated into future event planning.</p>	
2.8	Recommendations for 2027 event	10mins	Amber Herrmann	Decision: Recommend presenting the same process and funding model to Council for the 2027 Australia Day events.	

				<p>Record: Committee members discussed opportunities to introduce new activities to each event while maintaining the current successful structure.</p> <p>Action: Council to review meeting structure and discuss with Committee if additional meetings are required.</p> <p>Action: Rotary of Raymond Terrace to investigate expanding involvement in the Raymond Terrace event and invite additional community groups to participate in a working group.</p>	
3.0 OTHER MATTERS					
3.1	General Business		Chair	NA	

MEETING CLOSED AT: 4:58pm

NEXT MEETINGS

Date: September 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
4 March 2026					
2.4	Nelson Bay Report	Action: Council and Nelson Bay Sub Committee investigate improved parking access for 2027	Council	January 2027	
2.5	Raymond Terrace Report	Action: Rotary and Council to review event data and report back on BBQ costs allocation.	Rotary of Raymond Terrace	June 2026	
		Action: Rotary and Lions to review the current breakfast model and present recommendations at the next meeting.	Rotary of Raymond Terrace	June 2026	
2.7	Karuah Report	Action: Karuah RSL will review whether the road closure was a one-off requirement or if it should be incorporated into future event planning.	Karuah RSL	January 2027	

2.8	Recommendations for 2027 event	Action: Council to review meeting structure and discuss with Committee if additional meetings are required.	Council	July 2026	
		Action: Rotary of Raymond Terrace to investigate expanding involvement in the Raymond Terrace event and invite additional community groups to participate in a working group.	Rotary of Raymond Terrace	July 2026	