

# MEETING AGENDA

## Meeting

**Team Name:** Communication and Engagement Advisory Group

**Date:** 2 August 2023

**Time:** 5:00pm-6:30pm

**Venue:** Port Stephens Council Admin Building and Zoom

**Chairperson:** Councillor

**Minutes:** Elizabeth Akerman

**Purpose of Meeting:** To provide advice and guidance on communications and engagement projects

**File:** TBA

## Attendance

Councillor Anderson Port Stephens Council	Councillor Kafer Port Stephens Council	Councillor Wells Port Stephens Council	Paul Baxter Community representative
Lauren Whitelaw Community representative	Angela Peace Community representative	Maragrete Ritchie Community representative	Tanya Martin Community representative
Ben van der Wijngaart Community representative	Casey Freeman Community representative	Greg Brown Community representative	William (Bill) Doran Community representative
Kelly Hammond Community representative	Ros Armstrong Community representative	Cassandra Schmitzer Community representative	Emily Livens Port Stephens Council
Elizabeth Akerman Port Stephens Council			

The following guests are invited to attend:

Matt Lantry  
Port Stephens Council

Janelle Gardner  
Port Stephens Council

Apologies

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
<b>1.0</b>	<b>WELCOME AND APOLOGIES</b>				
1.1	Acknowledgement of country and welcome	2 mins	Chairperson		
1.2	Introductions	15mins	Chairperson		
<b>2.0</b>	<b>BUSINESS ITEMS</b>				
2.1	Meeting Code of Cooperation	5 mins	Emily Livens		
2.2	Communications and Engagement Advisory Group Terms of Reference	10 mins	Emily Livens		
2.3	Group expectations	10 mins	Emily Livens		
2.4	Communications and Engagement Strategy	5 mins	Emily Livens		
2.5	IAP2 Spectrum	15 mins	Emily Livens		
2.6	Communications and Engagement Process	10 mins	Emily Livens		
<b>3.0</b>	<b>FEEDBACK SESSIONS</b>				
2.7	Current frustrations experienced by the group members	15 mins	Emily Livens		
3.1	Upcoming projects	3 mins	Elizabeth Akerman		

15m

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
<b>4.0</b>	<b>OTHER MATTERS</b>				
4.1	Thankyou and close	2 mins	Chairperson		

**MEETING CLOSED AT:**

**NEXT MEETINGS**

**Date: TBC**

**Time: TBC**

**Venue: Port Stephens Council Admin Building and Zoom**