

MEETING AGENDA

Meeting

Team Name: Communication and Engagement Advisory Group

Date: 20 September 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
1.0	WELCOME AND APOLOGIES				
1.1	Acknowledgement of country and welcome	2 mins	Chairperson		
1.2	Warm up – your life highlight since the last meeting	10 mins	Chairperson		
2.0	FEEDBACK – COMMUNICATION AND ENGAGEMENT PLANNING				
2.1	Local Housing Review Communications and Engagement Plan	30 mins	Emily Livens		
2.2	Night at the Beach	15 mins	Group		
2.3	Coastal Management Program Public Exhibition	30 mins	Elizabeth Akerman		
2.4	Smart Parking	<i>If time permits</i>	Elizabeth Akerman		
4.0	OTHER MATTERS				
4.1	Thank you and close	2 mins	Chairperson		

MEETING CLOSED AT:

NEXT MEETINGS

Date: TBC

Time: TBC

Venue: Port Stephens Council Admin Building and Zoom

