

# MEETING AGENDA

## Meeting

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

**Date:** 20 September 2023

**Time:** 5:00pm-7:00pm

**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<br>Port Stephens Council      | Councillor Kafer<br>Port Stephens Council | Councillor Wells<br>Port Stephens Council       | Paul Baxter<br>Community representative          |
| Lauren Whitelaw<br>Community representative       | Angela Peace<br>Community representative  | Maragrete Ritchie<br>Community representative   | Tanya Martin<br>Community representative         |
| Ben van der Wijngaart<br>Community representative | Casey Freeman<br>Community representative | Greg Brown<br>Community representative          | William (Bill) Doran<br>Community representative |
| Kelly Hammond<br>Community representative         | Ros Armstrong<br>Community representative | Cassandra Schmitzer<br>Community representative | Emily Livens<br>Port Stephens Council            |
| Elizabeth Akerman<br>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        | Warm up – your life highlight since the last meeting  | 10 mins       | Chairperson         |        |                             |
| <b>2.0</b> | <b>FEEDBACK – COMMUNICATION AND ENGAGEMENT PLANNING</b>   |               |                     |        |                             |
| 2.1        | General feedback since last meeting   | 15 mins       | Elizabeth Akerman   |        |                             |
| 2.2        | Local Housing Review Communications and Engagement Plan:<br>Revisions following CEAG feedback   | 10 mins       | Elizabeth Akerman   |        |                             |
| 2.3        | Coastal Management Program Public Exhibition<br>Context setting:<br>Website:<br><a href="https://www.portstephens.nsw.gov.au/environment/coastal-management-program">https://www.portstephens.nsw.gov.au/environment/coastal-management-program</a><br>See in particular videos under background (x1) and hazard mapping (x3) | 45 mins       | Elizabeth Akerman   |        |                             |

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|------------|--|---------------|---------------------|--------|-----------------------------|
| 2.4        | Smart Parking<br>Context:<br>Website:<br><a href="https://www.portstephens.nsw.gov.au/services/smart-parking">https://www.portstephens.nsw.gov.au/services/smart-parking</a><br>Recent council decision to investigate other areas:<br><a href="https://www.portstephens.nsw.gov.au/trim/council-minutes-2023?RecordNumber=23%2F263429">https://www.portstephens.nsw.gov.au/trim/council-minutes-2023?RecordNumber=23%2F263429</a> | 30 mins       | Elizabeth Akerman   |        |                             |
| <b>3.0</b> | <b>OTHER MATTERS</b>   |               |                     |        |                             |
| 3.1        | Next meeting, thank you and close  | 2 mins        | Chairperson         |        |                             |

**MEETING CLOSED AT:**

**NEXT MEETINGS**

**Date:** TBC

**Time:** TBC

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