

MEETING AGENDA

Meeting

Team Name: Communication and Engagement Advisory Group

Date: 3 April 2024

Time: 5:00pm-7:00pm

Venue: Port Stephens Council Admin Building and Zoom

Chairperson: Councillor

Minutes: Jess McDonald

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

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	Margarete 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
Jess McDonald Port Stephens Council	Elizabeth Akerman Port Stephens Council		

The following guests are invited to attend:

Janelle Gardner Port Stephens Council			
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Apologies

Matt Lantry
Port Stephens Council

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	General feedback since the last meeting and outcomes from survey	25 mins	Emily Livens		
2.2	Housing Strategy Review public exhibition – communications and engagement update	15 mins	Emily Livens		
2.2	Shoal Bay Place Plan Lessons Learnt session <ul style="list-style-type: none">• What we did• What we heard• What could we have done differently	35 mins	Elizabeth Akerman		
2.4	Projects and Works website pages	15 mins	Elizabeth Akerman		
3.0	OTHER MATTERS				
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