

# MEETING AGENDA

## Meeting

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

**Date:** 7 August 2024

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

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

**Chairperson:** Councillor

**Minutes:** Gemma Hulsing

**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
Gemma Hulsing 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

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 the last meeting	15 mins	Emily Livens		
2.2	Use of Easy Read documents for Council	20 mins	Emily Livens		
2.3	Evaluation of Lodge and Request system via the website including recent feedback regarding acknowledgement automation	20 mins	Emily Livens		
2.4	Growing our subscribers	20 mins	Elizabeth Akerman		
2.5	Smart Parking new permit portal rollout	20 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**