

MEETING AGENDA

Meeting

Team Name:	Communication and Engagement Advisory Group		
Date:	16 April 2025	Time:	5:00pm-7:00pm
Chairperson:	Cr Wells	Venue:	Port Stephens Council Admin Building and Zoom
Minutes:	Liz Akerman		
Purpose of Meeting:	To provide advice and guidance on communications and engagement projects		

Attendance

Mayor Anderson Port Stephens Council	Councillor Francis Port Stephens Council	Councillor Wells Port Stephens Council	Councillor Armstrong Port Stephens Council
Councillor Niland Port Stephens Council	Councillor Watson Port Stephens Council	Angela Peace Community representative	Lauren Whitelaw Community representative
Paul Baxter Community representative	Casey Freeman Community representative	Greg Brown Community representative	William (Bill) Doran Community representative
Kelly Hammond Community representative	Cassandra Schmitzer Community representative	Emily Livens Port Stephens Council	Elizabeth Akerman Port Stephens Council
Louise Bevilacqua Port Stephens Council			

The following guests are invited to attend:

Mat Egan, Port Stephens Council			
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Apologies

Ben van der Wijngaart
Community representative

Janelle Gardner
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	CEAG - Attendance and new members. Review meeting dates 2025	10 mins	Emily Livens		
2.2	Submissions – Draft Communication and Engagement Strategy	35 mins	Elizabeth Akerman		
2.3	Salamander Bay Town Centre Place Plan – draft	35 mins	Elizabeth Akerman		
3.0	OTHER MATTERS				
3.1	General business	15 mins	Chairperson		
3.2	Next meeting, thank you and close	2 mins	Chairperson		

MEETING CLOSED AT:

NEXT MEETINGS

Date: 18/06/2025

Time: 5pm

Venue: Port Stephens Council Admin Building and Zoom