

# MINUTES OF MEETING



## COMMUNICATIONS PANEL MEETING

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 14 September 2017
Time	10.00am



# BYRON SHIRE COUNCIL

COMMUNICATIONS PANEL MEETING MINUTES

14 SEPTEMBER 2017

## Minutes of the Communications Panel Meeting held on Thursday, 14 September 2017

File No: I2017/1324

PRESENT: Cr C Coorey, Cr J Martin, Cr S Ndiaye

Staff: Annie Lewis (Media Communications Coordinator)  
Annie Lewis (Minute Taker)  
Amy Phillips (Digital Communications Officer)

*Cr Sarah Ndiaye (Chair) opened the meeting at 10:20am and acknowledged that the meeting was being held on Bundjalung Country.*

### APOLOGIES:

Cr Simon Richardson

### DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

There were no declarations of interest.

### ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

#### **Committee Recommendation:**

That the minutes of the Communications Panel Meeting held on 6 July 2017 be confirmed.

(Ndiaye/Coorey)

*The recommendation was put to the vote and declared carried.*

### BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

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## STAFF REPORTS - GENERAL MANAGER

Report No. 4.1

Draft Emergency Communications Plan

File No:

I2017/1285

#### **Committee Recommendation:**

1. The Communications Panel recommends the following additions be made to the Draft Emergency Communications Plan:
  - Signage and the website will reflect any delays in projects due to the emergency event. (p11)
  - The Purpose of the document be amended to include. "...; to support and inform the community, to provide reliable information and ensure effective communication channels are established and maintained". (p.4)
  - Change the cover of the Draft Emergency Communications Plan to better reflect the purpose of the document.
  - The Mayor and Councillors be added to the key personnel. (p.6)
  - Prepare – prior to emergency event – the after-hours phone message to be updated

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- Action 1 to include reference to the ABC radio as the Emergency Broadcaster and details of local Emergency Services such as the SES, RFS. (p.7)
  - Response – Actions 1 & 2 to include reference to the ABC radio as the Emergency Services broadcaster.
2. That the draft Plan be sent to ET for approval before being discussed again by the Communications Panel.
  3. That the draft plan be on the agenda for the October 2017 meeting.

(Ndiaye/Coorey)

*The recommendation was put to the vote and declared carried.*

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*There being no further business the meeting concluded at 11:00am.*

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