

MINUTES OF MEETING



COMMUNICATIONS PANEL MEETING

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 30 July 2020
Time	2.00pm

Minutes of the Communications Panel Meeting held on Thursday, 30 July 2020

File No: I2020/1112

PRESENT: Cr C Coorey, Cr S Richardson, Cr S Ndiaye

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

Cr Sarah Ndiaye (Chair) opened the meeting at 2:15pm and acknowledged that the meeting was being held on Bundjalung Country.

APOLOGIES:

CR J MARTIN

DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

There were no declarations of interest.

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

RECOMMENDATION:

That the minutes of the Communications Panel Meeting held on 9 April 2020 be confirmed.

BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

The Media and Communications Coordinator will continue to investigate the feasibility of separating the agenda items and provide a time code for each item.

In the media report there will also be a section added to capture the success rate of media releases.

STAFF REPORTS - GENERAL MANAGER

Report No. 4.1 Communications Report
File No: I2020/1036

Moved:

That the Communications Panel notes the report .

That the Website Officer be invited to the next meeting of the Communications Panel.

That staff in the Media and Communications team develop a proposal for using video/film to promote Council activities.

BYRON SHIRE COUNCIL

COMMUNICATIONS PANEL MEETING MINUTES

30 JULY 2020

That the Media and Communications Coordinator report back to the Communications Panel on the cost and potential use of an app for Council purposes.

(Coorey/Ndiaye)

Report No. 4.2 Draft North Byron Floodplain Risk Management Plan
File No: I2020/1038

Moved:

That the Communications Panel notes the report.

(Coorey/Richardson)

Report No. 4.3 VMS Boards in Byron Shire
File No: I2020/1075

Moved:

That the Communications panel note the report.

(Richardson/Coorey)

There being no further business the meeting concluded at 3:50pm.