

# MINUTES OF MEETING



## COMMUNICATIONS PANEL MEETING

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 29 October 2020
Time	4.30pm



# BYRON SHIRE COUNCIL

## COMMUNICATIONS PANEL MEETING MINUTES

29 OCTOBER 2020

### Minutes of the Communications Panel Meeting held on Thursday, 29 October 2020

File No: I2020/1708

**PRESENT:** Cr J Martin, Cr S Ndiaye

Staff: Annie Lewis (Media Communications Officer)  
Amy Phillips (Digital Communications Officer)  
Charlotte Hayes (Website and Digital Communications Officer)

*Cr Sarah Ndiaye(Chair) opened the meeting at 4:40pm and acknowledged that the meeting was being held on Bundjalung Country.*

### **APOLOGIES:**

Mayor Simon Richardson, Cr Cate Coorey

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

There were no declarations of interest.

*Note: The minutes of the meeting held on 30 July 2020 were noted by the Panel.*

### **BUSINESS ARISING FROM PREVIOUS MINUTES**

There was no business arising from previous minutes.

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## **STAFF REPORTS - GENERAL MANAGER**

**Report No. 3.1                      Mobile app for Council**  
**File No:                              I2020/1559**

**Moved:**

**That the Communications Panel:**

- 1. Notes the report.**
- 2. The report be deferred to the next meeting of the Communications Panel**

(Ndiaye/Martin)

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**Report No. 3.2                      Report from previous meeting**  
**File No:                              I2020/1568**

**Moved:**

**That the Communications Panel defers this report to the next meeting.**

(Martin/Ndiaye)

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**Report No. 3.3                      Communications Report - July - September 2020**  
**File No:                              I2020/1651**

**Moved:**

**That the Communications Panel notes the report.**

(Martin/Ndiaye)

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**Report No. 3.4                      Draft Communications and Social Media Policy**  
**File No:                              I2020/1652**

**Moved:**

**That the Communications Panel approve the Draft Communications and Social Media Policy be submitted to Council for endorsement.**

(Ndiaye/Martin)

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**Report No. 3.5                      Website discussion**  
**File No:                              I2020/1653**

**Moved:**

**That the discussion with Charlotte Hayes be noted.**

(Martin/Ndiaye)

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**Report No. 3.6                      Utilities projects update**  
**File No:                              I2020/1703**

**Moved:**

**That the Communications Panel notes update provided by Merran Davis.**

(Ndiaye/Martin)

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*There being no further business the meeting concluded at 6:30pm.*