

MINUTES

TITLE: Communications Subcommittee
DATE: Thursday 18 March 2010
TIME: 1.00 pm
VENUE: Council Chamber, 189 Queen Street, Richmond.
PRESENT: Crs E J Wilkins (Chair), S J Borlase, J L Edgar

IN ATTENDANCE: Cr S G Bryant, Strategic Development Manager
(S Edwards), Communications Advisor (C Choat),
Executive Assistant (V M Gribble)

1 CHAIR'S REPORT

Cr Wilkins gave a verbal report. She asked for a report on the A&P shows to be presented soon rather than later in the year.

Cr Edgar suggested the Council put out a calendar including a summary of the Annual Report, meeting dates, photographs, etc.

Moved Crs Wilkins/Borlase
FN10-03-12

THAT the Chair's verbal report be received.
CARRIED

2 CONFIRMATION OF MINUTES

2.1 Communications Subcommittee – 27 January 2010

Moved Crs Wilkins/Borlase
FN10-03-13

THAT the minutes of the Communications Subcommittee meeting held on 27 January 2010, containing resolutions numbered FN10-01-01 to FN10-01-08 be confirmed as a true and complete record.
CARRIED

3 COMMUNICATIONS ADVISOR'S REPORT – RFN10-03-01 MEDIA REPORT – RFN10-03-02

Mr Choat spoke to his reports contained in the agenda. Discussion ensued on the matters covered in the report.

Moved Crs Edgar/Borlase
FN10-03-14

THAT the Communications Advisor's Report – RFN10-03-01 and the Media Report – RFN10-03-02 be received.
CARRIED

4 FINANCIAL REPORT – RFN10-03-04

Mr Choat spoke to the finance report – RFN10-01-07 which had been tabled. Discussion ensued on the radio expenditure.

**Moved Crs Wilkins/Borlase
FN10-03-15**

**THAT the Financial Report – RFN10-03-04 be received.
CARRIED**

5 COMMUNICATIONS SERVICES TENDER – RFN10-03-03

Mr Choat spoke to the report contained in the agenda.

Discussion was held on the term of the contract and the Subcommittee was advised there will be strong performance measures affixed to the contract.

The subcommittee reviewed and amended the Draft Communications Strategy that was included in the agenda.

**Moved Crs Edgar/Borlase
FN10-03-16**

THAT the Communications Subcommittee:

- a) Receives report RFN19-03-03;**
- b) Ask Council officers to amend the tender document and strategy in light of the discussion at the meeting;**
- c) Agrees to the calling of tenders for the communications services;**
- d) Agrees to the tenders received being considered by both the Communications Subcommittee and the Tenders Portfolio holders.**

CARRIED

6 NEWSLINE STORIES

The 17 settlements is to be included in future Newslines.

Cr Bryant left the meeting at 2.24 pm.

The meeting concluded at 2.27 pm.

Date Confirmed:

Chair: