

MINUTES

TITLE: Communications Subcommittee
DATE: Thursday 23 August 2012
TIME: 1.00 pm
VENUE: Tasman Council Chambers, 189 Queen Street,
Richmond
PRESENT: Cr E J Wilkins (Chair), Mayor R G Kempthorne,
Crs J L Edgar, Z S Mirfin, M L Bouillir
IN ATTENDANCE: Strategic Development Manager (S Edwards)
P Jennings (Dry Crust Communications)
Communications Advisor (C Choat)
Online Communications Officer (R Liddicoat)
Executive Assistant (V M Gribble)

APOLOGIES

1 RECEIPT OF MINUTES

1.1 Communications Subcommittee – 26 June 2012

Moved Crs Edgar/Bouillir
FN12-08-13

THAT the minutes of the Communications Subcommittee held on 26 June 2012 containing resolutions FN12-06-01 to FN12-06-07 be received.
CARRIED

2 CHAIR'S REPORT

Cr Wilkins advised she had been in contact with someone who had participated in the Communitrak Survey and they had considered it to be worthwhile.

Cr Edgar spoke about the need for minutes from all Council-related meetings to be on the internet.

3 COMMUNICATIONS ADVISOR'S REPORT - RFN12-08-01

Communication Advisor, Chris Choat, spoke to his report which was included in the agenda. It covered:

- Activity report for the period
- Community Engagement
- Media Activity

Mr Choat said there is a need to define Council's position on engagement and to what degree Council wishes to invite people into its decision-making.

Ms Edwards said some staff don't fully understand the purpose of Council's Policy on Significance, and what it means in terms of robustness of decision-making and consultation. Community engagement policy needs to give guidance to Council, staff and public so there's transparency in what the public can expect from Council.

All Councillors and Community Boards to be invited to a workshop to have input into the development of a policy. In development of the policy and applying it, there may be different issues for different projects. It has to work for the community involved. Once a draft policy is prepared it should be discussed with community associations for their input.

**Moved Crs Bouillir/Mirfin
FN12-08-14**

**THAT the Communications Subcommittee receives the Communications Advisor's report RFN12-08-01.
CARRIED**

4 WEBSITE REPORT – RFN12-08-02

Online Communications Officer, Richard Liddicoat, was in attendance for presentation of his report. He noted that there are over 100 "likes" on Council's Facebook page and people who had received grants have thanked Council via Facebook. Twitter has had over 200 followers.

The question was asked whether search parameters for minutes could be narrowed down.

Mr Liddicoat said it may be possible, but we don't have specific pages that the meetings belonged to. He said it can be quite challenging but undertook to look into it.

The new Library website is live and will be a great tool for both Librarians and members of the public.

Mr Liddicoat was asked to report usage of the Library website in his report to the Communications Subcommittee.

It was suggested that an article be written in Newline asking people to ensure they complete forms fully when applying for grants.

**Moved Crs Wilkins/Edgar
FN12-08-15**

**THAT the Communications Subcommittee receives the Website Report
RFN12-08-02.
CARRIED**

5 FINANCE REPORT – RFN12-08-03

Communications Advisor, Chris Choat, presented the Finance report which was included in the agenda. The report covered the months of May and June 2012.

**Moved Crs Edgar/Bouillir
FN12-08-16**

**THAT the Communications Subcommittee receives the Finance Report
RFN12-08-03.
CARRIED**

6 2012 COMMUNITRAK SURVEY RESULTS REPORT – RFN12-08-04

Strategic Development Manager, Susan Edwards, spoke to the report which was included in the agenda. The purpose of the report was to advise the Communications Subcommittee that the Communitrak Residents Survey has been carried out, and to provide the opportunity for the Subcommittee to discuss the communications-related matters. Discussion ensued on the various matters contained in the report.

Cr Edgar left the meeting at 2.06 pm.

**Moved Crs Bouillir/Mirfin
FN12-08-17**

**THAT the Communications Subcommittee receives the report on the 2012
Communitrak Survey Results RFN12-08-04.
CARRIED**

The meeting concluded at 2.10 pm.

Date Confirmed:

Chair: