



## Seniors Working Group

**Event:** Seniors Working Group Meeting

**Date:** 17 August 2023

**Time:** 6pm – 8pm

**Location:** Ashfield Civic Centre, 260 Liverpool Rd, Ashfield  
Meeting Rm 1, Level 5  
You can join by Teams link also – see appointment

### Running Order

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6pm

- Acknowledgement of Country
- Introductions, apologies, and preamble
- Disclosure of interest

Time	Items for discussion
6.05pm	Confirmation of previous minutes and business arising (actions from last minutes)
6.15pm	<b>Presentation Senior Communications Adviser – Brett Clancy</b> <ul style="list-style-type: none"><li>• Overview of Communication in IWC</li><li>• Main Channels</li><li>• Analytics</li><li>• Helping us reach our audience</li><li>• Q and A</li></ul>
7pm	<b>Communications feedback activity</b> Who is our audience? Where do they look for information? How can we enhance the Seniors pages on IWC website to support people finding information? What else can we do?



	Information share
8pm	Meeting closes

### Next meetings:

#### Distribution of agenda

Agendas are to be distributed **7 days prior to meeting** by:

- Emailing members
- Uploading to the Inner West Council website
- Emailing Councillors via the Councillor mailbox and cc'ing Governance Support Coordinator

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