

MEETING MINUTES

Meeting

Team Name: Homelessness Stakeholder Advocacy Group

Date: 26 April 2023

Time: 1:30pm – 3:30pm

Venue: Port Stephens Council Admin Building

Chairperson: Councillor Anderson

Minutes: Laura Mulvihill

Purpose of Meeting: To support a coordinated approach to addressing the impacts of homelessness in Port Stephens.

File: PSC2023-00263

Attendees

Councillor Anderson Port Stephens Council	Amber Herrmann Port Stephens Council Officer	Kate Washington Member for Port Stephens	Meryl Swanson Member for Paterson
Steven Peart Port Stephens Council	Jenna Nadiotis Housing Options Manager Hume Housing	Jen Underwood Port Stephens Council	Wendy Sharpe Hope Cottage
Di Ball Wahroonga Aboriginal Corporation	Louise Simpson Yacaaba Centre	Ann Fletcher Port Stephens Family and Neighbourhood Services	Nicole Grgas Coordinator Hunter Tenants Advice and Advocacy Service

Apologies

Andrew Smith Worimi Local Aboriginal Land Council	Councillor Kafer Port Stephens Council	Mat Egan Port Stephens Council	Georgina Scott Tomaree Neighbourhood Centre
Tracy Iles Salvation Army	Karl Sims Karuah Local Aboriginal Land Council	Senior Constable Krystle Wilcox NSW Police	Representative TBC NSW Department of Communities and Justice

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.0	WELCOME AND APOLOGIES				
1.1	Acknowledgement of country	2 mins	Chairperson		
1.2	Chair Welcome	10mins	Chairperson	Chairperson Councillor Anderson provided an overview of how the Advocacy group was established, the context of the group and a summary of what Port Stephens and surrounding councils are currently doing to raise awareness and reduce homelessness.	
1.3	Housing Continuum and Scope	5mins	Steve Peart	Steve presented Port Stephens Council's current approach and the current actions being undertaken by Strategic planning.	
1.4	Meet and Greet	15mins	Chairperson	Each member of the group introduced themselves, who they represent and gave brief feedback on what their organisations are dealing with on a daily basis and current statistics.	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.0	DECLARATION OF INTEREST				
2.1	Declaration of conflict of interest	2mins	Amber Herrmann	Noted.	
3.0	BUSINESS ITEMS				
3.1	Terms of Reference Review	10min	Chairperson	For information, feedback and core member amendments. Changes supported. ACTION: Remove Centre for Hope as a core member ACTION: Add Hope Cottage and Tomaree Neighbourhood Centre as core members	
3.2	Proposed Council Initiatives	15mins	Chairperson	Initiatives were discussed and feedback from group received throughout the meeting.	
3.2	Setting the Purpose – Structured Activity	45mins	Steve Peart	Key Themes identified: 1.Community Wellbeing 2.Rentals 3.Housing Supply and Diversity 4.Homelessness Services Potential key actions identified by the group <ul style="list-style-type: none"> • Letter to the local Real Estate agents • Broader Community awareness program • Ways to consolidate information on local services and raise 	

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				<p>awareness of what is available across the sector (Summary table provided)</p> <p>ACTION: Amber Herrmann to circulate summary of feedback and key actions table for further feedback and prioritisation outside of meeting.</p>	
	Wrap Up	10mins	Chairperson		
4.0	OTHER MATTERS				
4.1	Community Representatives – Expressions of Interest	5mins	Chairperson/ Amber Herrmann	<p>Supported the recommendations to appoint:</p> <ul style="list-style-type: none"> • Sue Ware • Katrina Ridley <p>No objections received.</p> <p>ACTION: Amber Herrmann to contact Community representatives and invite to the next meeting.</p>	

MEETING CLOSED AT:

NEXT MEETINGS

Date: Monday 3 July

Time: 2-4pm

Venue: Committee Meeting Room

MEETING CODE OF COOPERATION

We start on time and finish on time.

Respect for diversity of group and views.

No inappropriate language.

Chair has to maintain control.

Decisions will be ratified at the next meeting.

We will not threaten or intimidate each other.

Agenda is put out before meeting and followed.

Everyone has a voice.

Agreement by majority consensus.

Lateral thinking is encouraged.

No hidden agendas.

Do not speak over others.

Minutes distributed in 7 days by email.

Secret ballots can be called.

Share knowledge.

Publicly support the decisions of the Panel.

Actions will be completed on time.

Maintain our focus on the agenda item.

We will leave our personal conflicts at the door.

Stay within the boundary of our Purpose Statement.

Commit to attendance as a delegate.

Deputies will be briefed.

Meetings will be scheduled.

Minutes will have an "Action" sheet.

Meeting will not proceed with less than 4 Worimi community representatives.

Respect the decision of the Chair.

Panel members will be trained in cultural awareness.

Practice good listening – PLUS we will have fun