

MEETING AGENDA

Meeting

Team Name: Homelessness Stakeholder Advocacy Group

Date: 31 July 2024

Time: 9:30- 11:30am

Venue: Port Stephens Council Admin Building

Chairperson: Councillor Anderson

Minutes: Jessica McDonald

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

File: PSC2023-00263

Attendance

Councillor Anderson Port Stephens Council	Councillor Kafer Port Stephens Council	Andrew Smith Worimi Local Aboriginal Land Council	Phillipa Lewis Salvation Army
Rebecca Sturevski Senior Constable NSW Police	Jenna Nadiotis Housing Options Manager Hume Housing	Ann Fletcher Port Stephens Family and Neighbourhood Services	Louise Simpson Yacaaba Centre
Wendy Sharpe Hope Cottage	Di Ball Wahroonga Aboriginal Corporation	Dave Feeney Karuah Local Aboriginal Land Council	Katrina Ridley Community Representative
Kate Washington Member for Port Stephens	Sue Ware Community Representative	Meryl Swanson Member for Paterson	Nicole Grgas Hunter Tenants Advice and Advocacy Service
Amber Herrmann Port Stephens Council Officer			

The following guests are invited to attend:

Steven Peart Port Stephens Council	Mat Egan Port Stephens Council	Caitlin Macinante The Office of Kate Washington	Clare Saunders Tomaree Neighbourhood Centre
Janelle Gardner Port Stephens Council	Doug Lucas Hume Housing	Mattea McIntosh Hume Housing	Shannon Ryan Unique Life Services
Tony Cosentino NSW Department of Communities and Justice	Kym Johnson Unique Life Services	Jennifer Mackellin NSW Department of Communities and Justice	

Apologies

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.0	WELCOME AND APOLOGIES				
1.1	Acknowledgement of country	2mins	Chairperson		
1.2	Chair Welcome	10mins	Chairperson		
1.3	Outstanding actions from previous minutes	10mins	Chairperson		
2.0	BUSINESS ITEMS				
2.1	Achievements for the Year	15mins	Chairperson		
3.0	DISCUSSION				

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
3.1	By-Name List Workshop Activity	60mins	Amber Herrmann		
4.0	OTHER MATTERS				

MEETING CLOSED AT:

NEXT MEETINGS

Date: TBC

Time: TBC

Venue: TBC

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