MEETING MINUTES

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

Jenna Nadiotis Housing Options Manager Hume Housing	Jandy McCandless Hume Housing	Ann Fletcher Port Stephens Family and Neighbourhood Services	Kim Latham Office of Meryl Swanson
Di Ball Wahroonga Aboriginal Corporation	Councillor Anderson Port Stephens Council	Amber Herrmann Port Stephens Council Officer	Mel Burge Salvation Army
Sue Ware Community Representative	Wendy Sharpe Hope Cottage	Nicole Grgas Hunter Tenants Advice and Advocacy Service	Cherie Salerno NSW Department of Communities and Justice
Jennifer Underwood Port Stephens Council	Mark Phillips End Street Sleeping	Jessica McDonald Port Stephens Council	

Doug Lucas Hume Housing	Mattea McIntosh Hume Housing	Janelle Gardner Port Stephens Council	Mat Egan Port Stephens Council

Apologies

Kate Washington Member for Port Stephens	Caitlin Macinante The Office of Kate Washington	Phillipa Lewis Salvation Army	Councillor Kafer Port Stephens Council
Rebecca Sturevski Senior Constable NSW Police	Andrew Smith Worimi Local Aboriginal Land Council	Dave Feeney Karuah Local Aboriginal Land Council	Clare Saunders Tomaree Neighbourhood Centre
Tony Cosentino NSW Department of Communities and Justice	Steven Peart Port Stephens Council	Jennifer Mackellin NSW Department of Communities and Justice	Kym Johnson Unique Life Services
Katrina Ridley Community Representative	Louise Simpson Yacaaba Centre	Shannon Ryan Unique Life Services	

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	Councillor Anderson provided an update on the action items and current status	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.0	**BUSINESS ITEMS**				
2.1	Achievements for the Year	15mins	Chairperson	Councillor Anderson provided an update on achievements over the last year. Members provided an update on what was happening in their service – noting priority issues they were managing.	
3.0	**DISCUSSION**				
3.1	By-Name List Workshop Activity	60mins	Amber Herrmann	Workshop summary notes attached **ACTION 1:** Investigate Northern Rivers model **ACTION 2**: Scope out the amount of funding required for a Port Stephens Zero project. **ACTION 3:** Finalise advocacy pieces to Government **ACTION 4:** Send out Advance to Zero video to the group	
4.0	**OTHER MATTERS**				

MEETING CLOSED AT: 11:30am

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