

# MEETING AGENDA

## 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

## Attendance

Councillor Anderson Port Stephens Council	Councillor Kafer Port Stephens Council	Amber Herrmann Port Stephens Council Officer	Kate Washington Member for Port Stephens
Senior Constable Krystle Wilcox NSW Police	Jenna Nadiotis Housing Options Manager Hume Housing	Tracy Iles Salvation Army	Karl Sims Karuah Local Aboriginal Land Council
Meryl Swanson Member for Paterson	Di Ball Wahroonga Aboriginal Corporation	Ann Fletcher Port Stephens Family and Neighbourhood Services	Nicole Grgas Coordinator Hunter Tenants Advice and Advocacy Service
Louise Simpson Yacaaba Centre	Representative TBC NSW Department of Communities and Justice		

The following guests are invited to attend:

Steven Peart Port Stephens Council	Mat Egan Port Stephens Council	Jen Underwood Port Stephens Council	Wendy Sharpe Hope Cottage
Georgina Scott Tomaree Neighbourhood Centre			

Apologies

Andrew Smith Worimi Local Aboriginal Land Council			

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
<b>1.0</b>	<b>WELCOME AND APOLOGIES</b>				
1.1	Acknowledgement of country	2 mins	Chairperson		
1.2	Chair Welcome	10mins	Chairperson	<ul style="list-style-type: none"> <li>Setting the context</li> <li>Background to the establishment of the group</li> <li>Ground rules</li> </ul>	
1.3	Housing Continuum and Scope	5mins	Steve Peart		
1.4	Meet and Greet	15mins	Chairperson		
<b>2.0</b>	<b>DECLARATION OF INTEREST</b>				
2.1	Declaration of conflict of interest	2mins	Amber Herrmann		
<b>3.0</b>	<b>BUSINESS ITEMS</b>				
3.1	Terms of Reference Review	10min	Chairperson		

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
3.2	Proposed Council Initiatives	15mins	Chairperson	Attachment List Feedback from group on initiatives	
3.2	Setting the Purpose – Structured Activity	45mins	Steve Peart	<ul style="list-style-type: none"> <li>• Key Themes</li> <li>• Key Priorities</li> <li>• Value/Role of the group</li> <li>• Key actions identify for the group</li> </ul>	
	Wrap Up	10mins	Chairperson		
<b>4.0</b>	<b>OTHER MATTERS</b>				
4.1	Community Representatives – Expressions of Interest	5mins	Chairperson/ Amber Herrmann		

### 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